

VARIANCE APPLICATION
(local zoning districts)

Application number: _____

This application must be used for variance requests in the local zoning districts of Lake County. Attach a check payable to the Lake County Planning Department for \$500.00 for the first variance request (include a \$100 fee for each additional variance request) PLUS \$10 per adjoining property to cover the cost of certified mail for notice of public hearing, where applicable. Submit the application materials (2 copies) to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.

1. Applicant Contact Information (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):
Name of Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____ Phone # _____
Email: _____

2. Local Agent/Contractor Contact Information* (if applicable):
Name of Agent/Contractor: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____ Phone # _____
Email: _____

** If more than one agent/contractor is being used, attach a sheet containing the additional information.*

3. Project Location/Description:
Property Address: _____

Subdivision, COS, or Deed Exhibit #, etc.: _____ Lot: _____ Block: _____
Section _____, Township _____ North, Range _____ West. Lot Size: _____ Acres / Square Feet (circle)
Tax ID Number: _____ Geocode: _____
Zoning District: _____ Sub-Unit: _____

4. Zoning Conformance Permit Application:
A Variance Application typically must be submitted with a Zoning Conformance Permit Application, unless no construction or change of land use is proposed. Is a Zoning Conformance Permit Application attached?
- Yes or No (Circle one)
If a Zoning Conformance Application is not attached, please explain why not: _____

5. Requested Variance:

- a) What section(s) of the applicable zoning regulations are you requesting relief from? _____

- b) Briefly, what would approval of the requested variance allow? _____

- c) Attach a narrative statement (letter) discussing the following items for the Board of Adjustment to consider when determining if the variance request should be granted:
 - 1. The hardship peculiar to this property;
 - 2. How the request is the minimum necessary to alleviate the existing hardship;
 - 3. The effects of the proposal on neighboring properties and the public, including consideration of the compatibility of the proposal with other properties in the district and the relationship of the proposed use to the intent of the Zoning District.Please also discuss any applicable “standards for evaluation” and/or required findings required by the applicable zoning regulations.

6. Landowner Certification:

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property authorized to represent zoning related applications. I understand that the permit issued pursuant to these regulations strictly limits activities to authorized plans on file with Lake County and to all conditions of approval attached to the permit. Any changes to the proposed construction, including additional construction, would require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence on the proposed project until approval has been issued by the Lake County Planning Department and/or Board of Adjustment, as applicable. If construction commences prior to issuance of the permit, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact permitting fees. Furthermore, I am familiar with the current zoning regulations that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the zoning regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff, the Lake County Board of Adjustment, or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

LANDOWNER SIGNATURE(S)

DATE

Incomplete or erroneous applications will be returned to the applicant.

See following page for additional information.

Typically, the Lake County Board of Adjustment meets on the second Wednesday of each month in the Large Conference Room on the 3rd floor of the Lake County Courthouse. Requests for Board of Adjustment action, including variance applications, must be submitted to the Lake County Planning Department at least twenty-eight (28) days prior to the usual monthly meeting. All application related materials must be submitted prior to the submittal deadline. Any application related materials submitted after that date, including information presented by the applicant at the Board of Adjustment meeting, may be rejected and not considered by the Board of Adjustment in reaching a decision. This may cause the matter to be postponed to a later Board meeting. The purpose of this is to ensure all information submitted for review by the Board of Adjustment, the Planning Department staff, and the public is submitted with a reasonable opportunity to review and consider. Note that the concurring vote of three of five members of the Board of Adjustment shall be necessary to decide in favor of the applicant's request or to effect any variance to a zoning regulation. If a concurring vote of three members of the Board is not achieved for any reason, the request shall be deemed denied, unless the Board takes formal action to table the matter or postpone consideration of the matter to a future meeting. Please contact the Lake County Planning Department for questions relating to the applicable zoning regulations, this application, or the Board of Adjustment rules.

Contact:

Lake County Planning Department
106 Fourth Avenue East
Polson, MT 59860

Phone: 406-883-7235

Fax: 406-883-7205

Email: planning@lakemt.gov

www.lakecounty-mt.org/planning