

Lake County Planning Department
 106 Fourth Avenue East
 Polson, MT 59860-2175
 Phone: (406) 883-7235
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PLANNING DEPARTMENT USE ONLY:	
PERMIT APPLICATION #	
DATE(S) OF SITE VISIT(S):	
DATE PERMIT ISSUED:	
ISSUED BY:	

BUILDING NOTIFICATION PERMIT APPLICATION

This form should be used for projects occurring within subdivisions that require a building notification permit. Attach a check payable to LAKE COUNTY PLANNING DEPT for \$100.00 and mail the application materials to the address above.

I, _____ the undersigned applicant, understand that by completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the County Planning Staff 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.

(Applicant/Agent: 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 for your proposal.)

1. Applicant Contact Information:

Name of Applicant: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Phone # _____

2. Local Agent/Contractor Contact Information (if applicable)*:

Name of Agent/Contractor: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Phone # _____

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

3. Authorization from Landowner (if applicable):

If the person submitting the application is not the current landowner of the property where the project will occur, the landowner(s) shall sign this application or attach a letter to this application that authorizes the agent/contractor to act on the landowners behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

4. Project Location/Description:

Property Address: _____
 City: _____ State: _____ Zip Code: _____
 Legal Description: Sec. _____, T _____ N., R _____ W. Lot Size? _____ Acres / Square Feet (circle)
 Tax ID Number: _____ Geocode: _____

Subdivision: _____ Lot: _____ Block: _____

5. Location Sketch:

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

6. Property / Proposal Description:

a. What is the use on adjacent properties? Residential / Commercial / Agricultural / Other.

(Circle all that apply)

b. What is the proposed use of the property? Residential / Commercial / Agricultural / Other.

(Circle all that apply)

c. Are there any restrictive covenants, deed restrictions, private use or maintenance agreements, easements or similar encumbrances associated with the property? Yes ___ No ___ (If yes, attach a copy)

d. Describe the proposed project below:

7. Detailed Site Plan:

Attach a site plan (the preferred scale is 1 inch to 20 feet). Check the box for each item that has been included on the site plan.

a. Scale

b. North Arrow

c. Lot boundaries with dimensions noted

d. Location of any easements

e. Location of any required setbacks as defined by the subdivision approval, covenants, etc.

f. Location of the high water on the shoreline (if applicable)

g. Location of any surface waters or wetlands

h. Location and dimension of any portion of the lot with slopes of 25 percent or greater

i. Location and dimension of all existing and proposed roads and driveways and a description of the surfacing (gravel, concrete, asphalt, etc.)

j. Location and general description of all existing and proposed structures with dimensions included. (Note: For the purpose of this requirement, the location and dimensions shall include all roof eaves/gutters, attached decking, patio areas, etc.)

k. Location of existing or proposed utilities including water, sewer, electric and telephone services

l. Show distance of all existing and proposed structures to property boundaries

8. Stormwater Management:

Lake County recommends that landowners responsibly manage stormwater generated on their lot within the boundaries of the lots to avoid impacting the natural environment, water quality, or adjoining properties. Many properties already have Montana Department of Environmental Quality (DEQ) and/or Lake County Environmental Health Department approvals, which outline specific requirements of the

stormwater management plan. Stormwater management plans previously approved by these agencies may be adequate to manage stormwater that results from the proposed project. If a stormwater management plan does not currently exist for the property, Lake County recommends that a stormwater management plan be developed.

Items to consider when developing a stormwater management plan:

- a. For each new structure or impervious surface area proposed, it is the landowner's responsibility to manage all storm run-off without causing damage or harm to the natural environment, water quality, or adjacent properties.
- b. Stormwater management plans shall substantially comply with existing approved or adopted standards of the State of Montana Department of Environmental Quality.
- c. The stormwater management plan shall address the total impervious surface coverage (the area of the lot covered by the roof, overhangs/eaves, attached decking, paved and graveled driveways/parking areas and walkways).
- d. When determine what method to use to manage stormwater created by development within your property, such factors as slope, soil type, vegetative cover, the percentage of impervious surface area, the intensity of the proposed development project, the proximity of the project to surface waters (including but not limited to lakes, streams, creeks, irrigation canals/ditches, or wetland areas, etc.), and the proximity of the proposed development to the property boundaries should be considered.

9. Cross-sectional Views:

Attach a cross-sectional view of each side of the proposed structure(s) that shows the elevation of the existing and proposed (finished) grades to determine the building height of the structure(s).

10. Lake County Environmental Health Sanitation Review:

All projects are required to demonstrate compliance with all applicable Lake County Environmental Health requirements prior to issuance of a Building Notification Permit.

Have you obtained an on-site sewage disposal permit from the Lake County Environmental Health Department for the proposed use? Yes _____ No _____

If yes, what is the permit # _____

11. Other Required Permits:

Are there any other permits required to complete the project? Yes _____ No _____

If yes, include the name of each permitting agency and the type of permit(s) required below and include a copy of the permit(s) or application(s) in the Building Notification Application packet.

12. Property Staking:

The applicant shall stake the exterior boundaries of the property and any proposed structure prior to submitting this application to the Lake County Planning Department for review.

13. Landowner/Agent Certification:

By affixing my signature hereto, I certify that the information furnished herein is true and correct to the best

of my knowledge and that I am the owner of the premises where the work is to be performed or I am acting as the owner's authorized agent and take full responsibility for any liability resulting from a dispute arising from the information furnished herein. I agree to hold Lake County harmless as to any claim (including but not limited to costs, expenses and attorney's fees) which may be made by any person, including the undersigned, and filed against Lake County including its officers and employees, upon the accuracy of the information provided to the County as part of this application. I further agree to assume all responsibility for compliance with private covenants, deed restrictions, easements, subdivision approvals and other similar devices. I understand that the permit issued pursuant to these regulations strictly limits construction 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 the Governing Body. **I further understand that construction shall not commence on the proposed project until the Building Notification Permit has been issued by the Planning Staff and the permit has been posted at the project work site. If construction commences prior to issuance of the Building Notification Permit, the applicant(s) and/or the designated agent(s) may be liable for fines, corrective actions, and/or after-the-fact permitting fees which Lake County may choose to impose.**

OWNER or AUTHORIZED AGENT/CONTRACTOR
SIGNATURE

DATE

Incomplete or erroneous applications will be returned to the applicant.

When determine a timeline for your project, be aware that a Building Permit will typically be issued within four (4) weeks of an application being received by the Planning Department if the proposed use and site plans conform with the subdivision approval. Following submittal of this application and attached materials, any additional information the Planning Staff requests to review this proposal, must be submitted within 6 months from the date of the original date of receipt of the Building Notification Permit Application or the applicant will be required to re-apply for a Building Notification Permit.

All permits issued as a result of this application shall be good for a construction period of one year. If it is determined that the landowner is diligently working towards project completion and submits the applicable extension fee, an extension may be issued.

Lake County Planning Department Use Only:

This section is to be completed by the Planning Staff to determine if the Building Notification Permit Application and accompanying materials meet the current requirements of the Subdivision Approval.

Reviewer	Date submitted by applicant	Date Reviewed	Information Reviewed

Summary of Applicable Regulations:

Code*	Item Required to Address Per the Subdivision Approval	Specific Requirements Per the Subdivision Approval or Covenants
	Use of property	
	Setbacks	
	Building heights	
	Outdoor lighting standard	
	Stormwater management approved plan	
	Management of buffer strips	
	Other:	
	Other:	
	Other:	
	Other:	

* Codes: Y = Yes, N = No, N/A = Not Applicable to this project (Note: Other items may include such items as non-conforming structures or destroyed structures, etc.)

Information Submitted:

Code**	Date Reviewed	Code**	Date Reviewed	Information Required to Review the Application
				Is the project description adequate to review the application?
				Is the proposal permitted by the Subdivision Approval or covenants?
				Does the site plan include all the required information at an appropriate scale to review the application?
				Does the property have a DEQ or Environmental Health approved stormwater management plan?
				Does this proposal require sanitation review by the Lake County Environmental Health Department?
				Does the application include all information necessary to demonstrate that the proposal complies with the Subdivision Approval?
				Have copies of all additional information required to adequately review the application been included in the submittal. (May include such items as covenants, other applicable permits/applications, etc.) List all that apply:
				Does the application include an adequate location sketch?
				Has a narrative been submitted that addresses additional requirements of the Subdivision Approval/covenants? List the additional items that are addressed:
				Has the property been staked to allow for an adequate review of the proposal?

** Codes: M = Missing, I = Incomplete, C = Complete, Y = Yes, N = No N/A = Not Applicable to this project

Summary of How the Proposal Complies / Does Not Comply with the Subdivision Approval/Covenants: