

Lake County Planning Department
 106 Fourth Avenue East
 Polson, MT 59860-2175
 Phone: (406) 883-7235
 Fax: (406) 883-7205

PLANNING DEPARTMENT USE ONLY:	
PERMIT APPLICATION #	
DATE(S) OF SITE VISIT(S):	
DATE Z.C. PERMIT ISSUED:	
ISSUED BY:	

LAKESHORE CONSTRUCTION PERMIT APPLICATION

This form should be used for any project occurring within the Lakeshore Protection Zone as defined within the Lakeshore Protection Regulations adopted by Lake County. **Attach a check covering the appropriate fees from the table below payable to LAKE COUNTY PLANNING DEPARTMENT and mail the application materials to the address above.**

Application for permit	FEE:
Cost of project:	
\$0 - \$500	\$ 75
\$500 - \$5000	\$150
\$5000 - \$10,000	\$250
\$10,000 - \$25,000	\$425
\$25,000 - \$50,000	\$575
\$50,000 +	\$600
Application for a Variance – Minor	Fee as above plus \$300
Application for a Variance – Major	Fee as above plus \$400
Extension of an existing permit	\$ 25
Changes to a permit with no site visit necessary	\$ 50
Revisit the site if requested or necessary to review changes to a permit	\$100
Site plan review or site visit for administrative determination	\$100 (counts towards future permit fee)
Permit extension	\$ 25
After-the-fact Permit	Fee as above multiplied by 2

I, _____ the undersigned landowner/agent, have read and understand the current Lakeshore Protection Regulations for Lake County 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 Lakeshore Protection 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 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.

(Landowner/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. Landowner Contact Information:

Name of Landowner: _____
 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: _____

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

3. Correspondence:

The original Lakeshore Construction Permit to be posted at the project site, and other correspondences should be sent to: 1) Applicant ____ or 2) Local Agent/Contractor ____ (check one)

Note: A copy of the approved permit and other primary correspondence will be sent to the other party.

4. Authorization from Landowner (if applicable):

If the person signing the application is not the current landowner of the property where the project will occur, attach a letter to this application from the landowner authorizing the agent/contractor to act on the landowner's behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

5. Project Location/Description:

Legal Description: _____

Subdivision: _____ Lot: _____ Block: _____

Section ____ Township ____N Range ____W Linear Feet Lakeshore Frontage: _____

Tax ID Number: _____ Geocode: _____

Zoning District: _____ Subunit: _____

6. 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.

7. Current Property / Proposal Description:

What is the use of the property? Residential /Commercial /Agricultural /Other _____
(Circle all that apply)

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)

Describe the proposed project:

Specify major construction materials (lumber, concrete, stone, etc.) to be used:

Specify equipment to be used (if applicable):

- Specify erosion control measures to be used:
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8. Project Cost:

Attach a bid for the project written by a contractor. If the homeowner is doing the work themselves, attach a cost of materials bid from the materials source.

9. Detailed Site Plan:

Attach a site plan (the preferred scale is 1 inch to 20 feet) to demonstrate that the proposed project complies with the Lakeshore Protection Regulations. Check the box for each item that has been included on the site plan.

- Location of the mean annual high water elevation on the shoreline
- Location of mean annual low water elevation on the shoreline
- Location of the Lakeshore Protection Zone
- Location and dimension of any portion of the Lakeshore Protection Zone with slopes of 25% or greater
- Location and principle dimensions of the project, including lengths and widths
- Location/distance to side property lines and/or riparian boundary lines
- Location and dimensions of all existing and proposed lakeshore facilities
- Location of existing or proposed utilities, including water and electric lines
- Location of any nearby wetlands or streams
- Location and dimension of deposit area for construction waste
- Estimated amount of dredge or fill materials, and location/dimension of deposit area for dredged materials
- Scale
- North Arrow

10. Cross-sectional View:

Attach a cross-sectional view of the proposed improvement(s) that shows the elevation of the existing and proposed (finished) grades to allow the Lakeshore Administrator to calculate the height of the improvement(s). The cross-sectional view must show:

- Mean annual high water elevation
- Mean annual low water elevation
- Height of project above the mean annual high water elevation
- Depth of footings, dimensions of any excavation, and/or depth of any fill materials

11. Other Required Permits:

- Have you applied for a tribal permit? Yes _____ Not applicable _____
- 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) with this application.

12. Property Staking:

The applicant shall stake the location of any proposed improvement(s) and side property line locations 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 application has been approved, the permit has been issued by Lake County, and the permit has been posted within twenty feet (20’) of the project work site, in public view. If construction commences prior to issuance of the Lakeshore Construction 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.**

Landowner or Designated Agent Signature

Date

Incomplete or erroneous applications will be returned to the applicant

When determining a timeline for your project, be aware that a permit will typically be issued within four (4) weeks of a complete application being received by the Planning Department if the proposed use and site plans conform with the standards of the Lakeshore Protection Regulations. Following submittal of this application and attached materials, any additional information the Lakeshore Administrator requests to review this proposal must be submitted within 6 months from the date of the original date of the received Lakeshore Construction Application or the applicant will be required to re-apply for a 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, a one-year extension may be issued.