



Community and Planning Services
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**MISSOULA COUNTY ZONING COMPLIANCE PERMIT
 AND LAND USE PERMIT**

**PERMIT APPLICATION FOR ALL ZONING COMPLIANCE AND
 LAND USE PERMITS IN MISSOULA COUNTY**

NOTE: All projects within Missoula County will be reviewed for land use compliance. Zoned areas will be reviewed for zoning compliance and land use compliance. All construction and development within the jurisdiction of Missoula County must receive a permit before starting construction in addition to any other requirements of the State or County. Site plan, building elevations, and floor plans are required before any structure, or part of a structure, is created, erected, changed or converted, wholly or in part, in its use, occupancy, or construction. A permit is also required before any new use is established, or any existing use is changed wholly or in part.

All projects that are in Missoula County are required to submit one electronic copy and one hard copy set of plans along with a building permit (if required) to Missoula County Public Works. Plans shall include the following:

- _____ **Site plan (1" = 20' preferred, 1" =50' maximum);** see sample below
- _____ **Set of building elevations;** all sides of structures, showing finished and existing grade;
- _____ **Set of floor plans;** All rooms and dimensions labeled

Project address: _____

Legal description: Township: _____ Range: _____ Section: _____

Lot Number: _____ Block Number: _____

Subdivision: _____

COS Number: _____ GEO Code: _____

Property Owner: Name: _____

Address: _____

Phone Number: _____ Email: _____

Applicant, Contractor, Architect, Engineer, Developer, or Agent:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Project Description: _____

Total Square Footage of Property: _____

Total Square Footage and Use of Existing Structures: _____

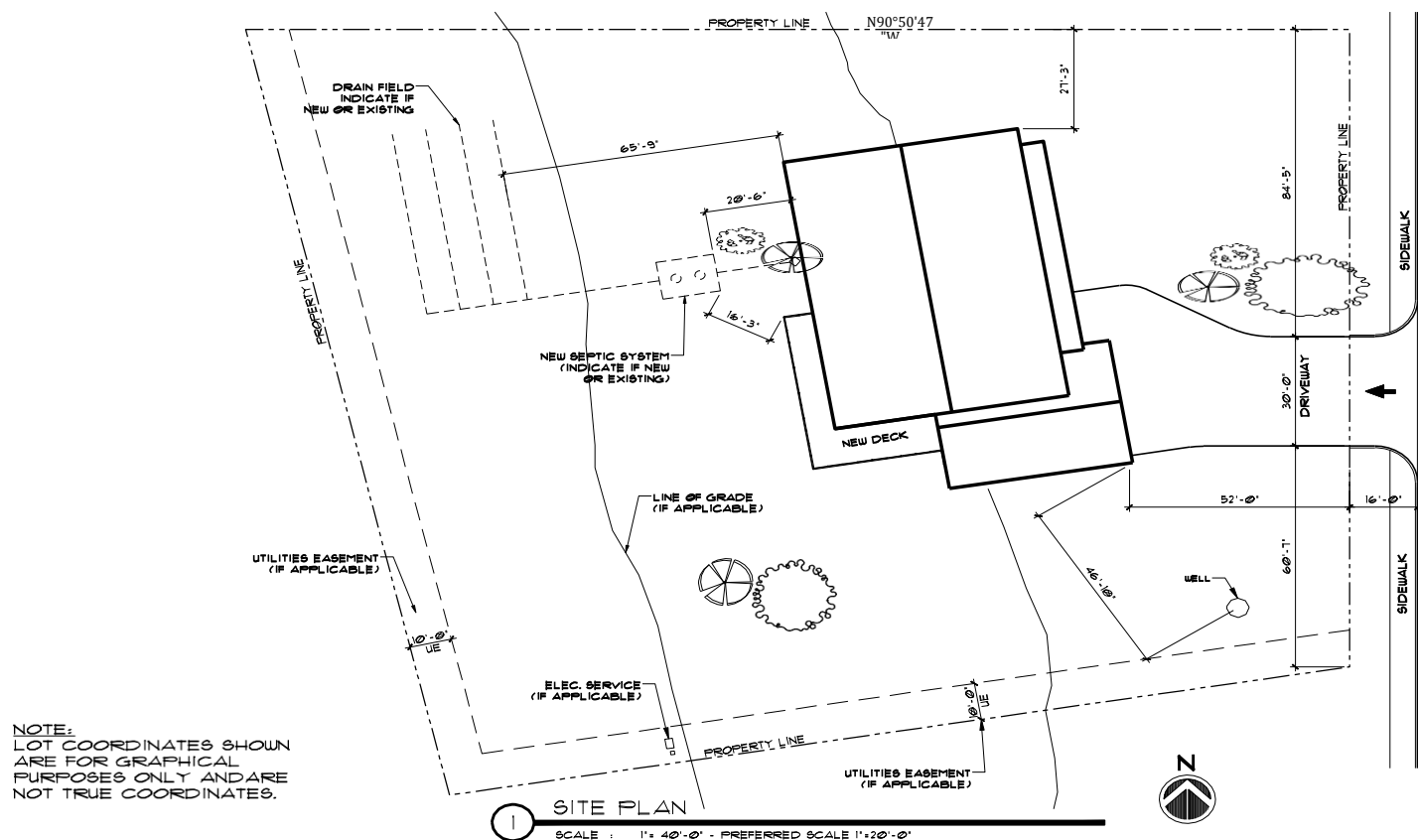
Total Square Footage and Use of Proposed Structures: _____

Previous Use of Building or Property: _____

Site Plan Requirements for Zoning Compliance and Land Use Permits

What is a Site Plan? A site plan is an accurate, scaled drawing of a piece of property showing lot size and shape along with sizes, shapes and precise locations of all existing and proposed features (structures, driveways, utilities, septic system, well, easements, landscaping, etc.) including:

- Provide legal description and/or address of property.
- North arrow. Clearly indicate scale (1" = 20' preferred, 1" =50' maximum).
- Boundaries and dimensions of property.
- Show all recorded easements and restrictions as noted on the plat or certificate of survey.
- Locations and dimension of existing and proposed structures.
- Show all proposed retaining walls, including top of wall and bottom of wall elevations.
- Show names of existing streets, alleys, driveways and access to the property.
- Show distance from property line to curb, sidewalk or edge of street, distance between all structures, and distance from new structures to property lines.
- Show septic and drain field or sewer line location; and water line or well location, as well as distance of these from new structure.
- Show adjacent or on-site natural features such as steep slopes, streams, marshes and lakes.
- Residential projects, **in zoned areas**, on slopes between 5% and 10%, shall include a topographic map for grading and drainage review which shall include, building footprints, approach/driveway location, proposed drainage facilities or materials, existing site elevations, finished floor elevations with corner spot elevations, arrows drawn depicting direction of storm water flow, gutter spill locations, and retaining wall locations with elevation at top and bottom of wall.
- All commercial, industrial, multi-family (three or more units), Condominium and Townhome Exemption Development (C-TED) projects, and projects proposed on slopes over 10%, **in a zoned area** are required to provide a site plan prepared and stamped by a professional engineer. See the Section 9 of Public Works Manual for additional requirements.
- For commercial, industrial, multi-family, and C-TED projects **in zoned areas** please include the Zoning Compliance Site Plan Checklist for Multi-family, Commercial, Industrial, and Condominium and Townhome Exemption Developments (C-TED).



Associated fees for Zoning Compliance and Land Use Permits

Zoning Compliance Review

- Accessory Structures: \$50.00
- Single & Duplex Residential: \$100.00
- Multi-Family Dwelling: \$150.00
- Commercial, Industrial - New: \$200.00
- Commercial, Industrial - Remodel or Addition: \$100.00
- Seasonal Use: \$35.00
- Sign Permit: \$80.00
- Home Occupation: \$30.00

Zoning Compliance Review – Applies to uses within Section 6.13 of the Missoula County Zoning Regulations

- Conditional Use With Notice - Administrative Review: \$200.00
- Conditional Use With Notice - Board of County Commissioners Review: \$450.00
- Conditional Use Other: \$50.00

Grading and Drainage Review

- Commercial, industrial, multi-family (three or more units), Condominium and Townhome Exemption Development (C-TED) projects - \$65.00

Nonconforming Use Determination

- Residential Single or Duplex: \$200.00
- Multi-Family, Commercial, or Industrial: \$200.00

Special District #2 (SD #2)

- Permitted Use Determination: \$90.00
- Conditional Use: \$450.00
- Special Use: \$950.00
- Appeal: \$1,025.00

Land Use Review

- No charge