

3. On a separate sheet of paper, discuss the following topics relative to the proposed use:
 - a. Traffic flow and control. _____
 - b. Access to and circulation within the property. _____
 - c. Off-street parking and loading. _____
 - d. Refuse and service areas. _____
 - e. Utilities. _____
 - f. Screening and buffering. _____
 - g. Signs, yards and other open spaces. _____
 - h. Height, bulk and location of structures. _____
 - i. Location of proposed open space uses. _____
 - j. Hours and manner of operation. _____
 - k. Noise, light, dust, odors, fumes and vibration. _____

4. Attach supplemental information for proposed uses that have additional requirements (consult Planner).

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the Kalispell Planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature

Date

INSTRUCTIONS FOR CONDITIONAL USE PERMIT APPLICATION

1. A pre-application meeting with the planning director or member of the planning staff is required.
2. Submit the correct fee, (per schedule below) completed application and appropriate attachments to the Kalispell Planning Department (address on the front of this form).
4. A bona fide legal description of the subject property and a map showing the location and boundaries of the property.
5. Application must be completed and submitted a minimum of **thirty five (35) days prior** to the planning board meeting at which this application will be heard.
6. The regularly scheduled meeting of the planning board is the second Tuesday of each month.
7. After the planning board hearing, the application is forwarded with the board's recommendation to the city council for hearing and final action.
8. Once the application is complete and accepted by Kalispell planning staff, final approval usually takes 60 days, but never more than 90 days.

Conditional Use Permit:

Single-family (10 or fewer trips/day)	\$250
Minor Residential (2-4 units or 11-49 trips/day)	\$300 + \$25/unit or 10 trips
Major Residential (5 or more units or 50+ trips/day)	\$350 + \$50/unit or every 10 trips
Churches, schools, public / quasi-public uses	\$350
Commercial, industrial, medical, golf courses, etc.	\$400 + \$50/acre or unit or \$.05/sf of leased space over 5,000 sq. ft. whichever is greatest

Administrative Conditional Use Permit

Residential	\$75
Commercial/Industrial	\$150