



Planning Department
201 1st Avenue East
Kalispell, MT 59901
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www.kalispell.com/planning

ZONING APPEAL APPLICATION

Any person may file an appeal when aggrieved by a decision or interpretation made by the Zoning Administrator. Any such appeal must be based on the following affirmative allegations (please initial each allegation). **THE PRESENCE OF THE APPLICANT OR A REPRESENTATIVE OF THE APPLICANT IS REQUIRED AT THE BOARD OF ADJUSTMENT HEARING.**

- _____ (1) The Zoning Administrator made an error in interpretation of these regulations.
- _____ (2) The erroneous interpretation specifically aggrieves me.

Contact Person:

Owner & Mailing Address:

Name: _____
Address: _____
Phone No.: _____

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):

Street:	Sec.	Town-	Range
Address: _____	No. _____	ship _____	No. _____
Subdivision	Tract	Lot	Block
Name: _____	No(s). _____	No(s). _____	No. _____

Current Zoning: _____

Specify the decision or interpretation appealed: _____

State why you believe the decision or interpretation is erroneous (attach additional page if necessary):

Submittal requirements are as follows (an appeal application is not considered complete unless the following information is provided):

- (a) If the appeal involves a specific piece of property, please attach a dimensioned site plan, drawn to scale, showing all existing improvements (buildings, utilities, driveways and parking areas, trees, landscaping, etc.) on both the subject property and adjacent parcels. The site plan must also include adjacent right-of-ways and any easements.
- (b) If the appeal involves a sign or signs, that site plan must include the location of all existing and proposed signs, as well as the size (in square feet) of each such sign. Complete dimensioned drawings, drawn to scale, of the sign(s) must be submitted including height, type of sign (e.g. freestanding, wall, etc.), color, material structural supports, and electrical/lighting components.
- (c) Additional information may be necessary based on the specific issue presented.
- (d) An application fee of \$250.00, made payable to the Kalispell Planning Department must accompany a complete application submittal. Incomplete or inaccurate applications will not be accepted.

Applicant Signature

Date