



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

APPLICATION FOR CONDITIONAL USE PERMIT

PROPOSED USE: _____

OWNER(S) OF RECORD:

Name: _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS TO BE SENT:

Name: _____

Mailing Address: _____

City/State/Zip: _____ Phone: _____

LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):

Street Address: _____ Sec. No. _____ Town-ship _____ Range No. _____

Subdivision Name: _____ Tract No(s). _____ Lot No(s). _____ Block No. _____

1. Zoning District and Zoning Classification in which use is proposed:

2. Attach a plan of the affected lot which identifies the following items:
- a. Surrounding land uses. _____
 - b. Dimensions and shape of lot. _____
 - c. Topographic features of lot. _____
 - d. Size(s) and location(s) of existing buildings _____
 - e. Size(s) and location(s) of proposed buildings. _____
 - f. Existing use(s) of structures and open areas. _____
 - g. Proposed use(s) of structures and open areas. _____
 - h. Existing and proposed landscaping and fencing. _____

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in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken.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

A pre-application meeting with the planning director or member of the planning staff is required.

Application Contents:

1. **Completed application form.**
2. **Appropriate attachments** listed under items 2, 3, and 4 on the application.
3. **Application fee** based on the schedule below, made payable to the City of Kalispell:

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 greater

4. **Electronic copy** of the application materials submitted. Either copied onto a disk or emailed to planning@kalispell.com (Please note the maximum file size to email is 20mg)
5. **A bona fide legal description** of the subject property and a map showing the location and boundaries of the property. * Note verify with the Flathead County Clerk and Recorder that the legal description submitted is accurate and recordable. The Flathead County Clerk and Recorder can be reached at (406) 758-5526.

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.

The regularly scheduled meeting of the planning board is the second Tuesday of each month.

After the planning board hearing, the application is forwarded with the board's recommendation to the city council for hearing and final action.

Once the application is complete and accepted by Kalispell planning staff, final approval usually takes 60 days, but never more than 90 days.