

**FLATHEAD COUNTY PLANNING AND ZONING OFFICE  
ADMINISTRATIVE FEES & FEE POLICIES<sup>1</sup>**

<b>SUBDIVISION<sup>2</sup></b>	
<b>Preliminary Plat:</b>	
Major Subdivision <sup>3</sup>	\$1,085+ \$80/lot
First Minor Subdivision <sup>4</sup>	\$540+ \$80/lot
First Minor Subdivision, Administrative Review	\$325+ \$55/lot
Major Subdivision “Material” Amendments (Prior to Planning Board public hearing)	50% of original fee
First Minor Subdivision “Material” Amendments (Prior to Commission decision)	50% of original fee
Major Subdivision “Mid-Process Resubmit” (After Planning Board public hearing, prior to Commission decision)	50% of original fee
Re-Review of an Expired Preliminary Plat <sup>5</sup>	50% of new application fee
Board of Commissioners Hearing for 2 <sup>nd</sup> and Subsequent Phases of a Phased Subdivision	\$250 for each hearing
Subdivision Regulation Text Amendment	\$865
<b>Amendment(s) to an Approved Preliminary Plat:</b>	
Review of Material Changes to an Approved Major Preliminary Plat	\$325+ \$55/lot
Review of Material Changes to an Approved Minor Preliminary Plat	\$325+ \$55/lot
<b>Final Plat</b>	
Major Subdivision <sup>6</sup>	\$865+ \$55/lot
Minor Subdivision <sup>7</sup>	\$435+ \$55/lot

<sup>1</sup> All administrative fees are due at the time an application is submitted to FCPZ. FCPZ will accept cash, personal check or cashier’s check for payment of administrative fees. Interpretation of administrative fees is the responsibility of the Planning Director but interpretations may be appealed to the Flathead County Commissioners. Applications are not considered received by FCPZ until all administrative fees are paid in full. Administrative fees are non-refundable, unless otherwise authorized in a specific regulatory process. Administrative fees may be waived for other Flathead County departments upon approval by the Flathead County Commissioners.

<sup>2</sup> Applications terminated prior to being deemed sufficient shall receive a refund of 50% of the original application fee, plus 100% of per address notification fee if applicable (4.0.15(b) FCSR).

<sup>3</sup> Includes commercial and residential subdivisions of 6 or more lots, commercial and residential condominium developments of 6 or more units, subdivision by rent or lease of 6 or more spaces or units, and subsequent minor subdivisions reviewed as major subdivisions per Section 4.3 FCSR.

<sup>4</sup> Includes commercial and residential first minor subdivisions of 1-5 lots, commercial and residential condominium developments of 1-5 units and subdivision by rent or lease of 1-5 spaces or units.

<sup>5</sup> Preliminary plat application being re-reviewed must comply with currently applicable subdivision regulations, contain no material changes from original approval, and must have expired no more than two years prior to date of application for re-review.

<sup>6</sup> Includes “final plat” and “revised preliminary plat” review of major preliminary plats.

<sup>7</sup> Includes “final plat” and “revised preliminary plat” review of minor preliminary plats.

Minor Subdivision, Administrative Preliminary Plat Review	\$650+ \$80/lot
<b>General Subdivision</b>	
Subdivision Variance <sup>8</sup>	\$270/variance requested
Subdivision Improvement Agreement	\$165
Preliminary Plat Extension Agreement	\$105
<b>BUILDINGS FOR LEASE OR RENT (BLR)</b>	
BLR Review—Projects that require sewer and water service	\$515+ \$50/unit <sup>9</sup>
BLR Review—Projects that do not require sewer and water service, i.e. mini-storage, boat and RV storage, horse stalls	\$515+\$50/structure
<b>PLANS<sup>10</sup></b>	
Neighborhood Plan Amendment	\$1085
New Neighborhood Plan	\$1085+ \$35/parcel (\$16,260 maximum fee)
<b>ZONING<sup>11</sup></b>	
<b>Flathead County Zoning Regulations</b>	
New Zoning Districts <sup>12</sup>	\$1300+ \$35/acre (\$16,260 maximum fee)
Zoning Map Amendment	\$865+ \$35/acre of land on which map amendment is requested (\$8,670 maximum fee)
Zoning Text Amendment	\$865
Planned Unit Development Preliminary Plan <sup>13</sup>	\$865+ \$35/acre of land on which zoning overlay is requested. (\$8,670 maximum fee)

<sup>8</sup> Variances requested with major and minor subdivision applications. For “amended plat,” “mid-process resubmitted plat” and “review of material change” applications, variance requests reviewed with original application and not impacted by amendments and/or material changes will not be charged a fee. Variances reviewed with original application and impacted by amendments and/or material changes will be charged 50% of variance fee. New variance requests as a result of the amendments and/or material changes requested will be charged full variance fee.

<sup>9</sup> “Building,” as defined in the Flathead County Buildings for Lease or Rent (BLR) Regulations, includes both structures and units within a structure. For example, 2 buildings with 2 units in each = four units. Ten rental cabins = ten units. Subdivisions by rent or lease are not included.

<sup>10</sup> Fees listed are for “privately initiated” applications. There is no administrative fee for “publicly initiated” applications. “Publicly initiated” applications are only those initiated by a majority vote of the Flathead County Commissioners at the request of a majority vote of the Flathead County Planning Board and includes requests for updates to existing plans. *New* neighborhood plans, privately or publicly initiated, may only be initiated in conformance with the Flathead County Growth Policy and the Commissioner’s guidelines of January 13, 2010.

<sup>11</sup> Fees listed are for “privately initiated” applications. There is no administrative fee for “publicly initiated” applications. “Publicly initiated” applications are those initiated only by a majority vote of the Flathead County Commissioners at the request of a majority vote of the Flathead County Planning Board.

<sup>12</sup> Per Sections 1.01.010 and 2.08.060 of the Flathead County Zoning Regulations.

<sup>13</sup> Includes new PUD overlays and amendments to existing PUD overlays.

Planned Unit Development Final Plan	\$865
Variance	\$380 Residential (Single family) \$540 Residential (2 or more units) \$760 Other than residential
During or After the Fact Variance	Double the fee
Other County Department as Applicant	No Fee
Conditional Use Permit	\$380 Residential (Single family) \$540 Residential (2 or more units) \$760 Other than residential
During or After the Fact Conditional Use Permit	Double the Fee
Condition Modification	\$190 Residential (Single Family) \$270 Residential (2 or more units) \$385 Other than residential
Other County Department as Applicant	No Fee
Administrative Conditional Use Permit	\$215 Single family residential \$325 Other than single family residential
During or After the Fact Administrative Conditional Use Permit	Double the Fee
Administrative Conditional Use Permit Condition Modification	\$105 Single family residential \$160 Other than single family residential
Zoning Appeals	\$380
Billboard Permits	\$55 Maintenance/Remodeling \$270 Relocation
<b>Canyon Area Land Use Regulatory System</b>	
CALURS Text Amendment	\$865
Variance	\$380 Residential (Single family) \$540 Residential (2 or more units) \$760 Other than residential
Appeal	\$380
Minor Land Use Review	\$215 Residential \$325 Other than residential
Major Land Use Review <sup>14</sup>	\$490 Small Scale \$650 Large Scale, Single Structure \$760 Large Scale, Multiple Structures, Units or Uses

<sup>14</sup> Small scale is defined as 50 or fewer average daily trips (ADT), large scale is defined as 51 or more. ADT calculations to determine scale and resulting fee are to include currently existing ADT *plus* new ADT resulting from the proposed new or expanding land use. ADT is calculated using the ITE Trip Generation Manual. ADT and application fee is to be calculated by FCPZ staff at the pre-application conference that is required for all CALURS land use reviews.

<b>LAKE &amp; LAKESHORE</b>	
Administrative Permit	\$270 base fee for one activity \$110 each additional activity
During or After the Fact Administrative Permit	Double the Fee
Standard Permit	\$375 base fee for one activity \$110 each additional activity
During or After the Fact Standard Permit	Four times the Fee
Lakeshore Variance	\$485 Minor \$1190 Major
Lakeshore Permit/Variance Extension	\$110
Amendment to approved, active permit/variance	50% of original fee
Other County Department as Applicant	No Fee
<b>FLOODPLAIN</b>	
Floodplain Permit	\$380
Floodplain Permit- Agricultural	\$270
Floodplain Permit- Dock or Ramp	\$270
During or After the Fact Floodplain Permit	Four Times the Fee
Floodplain Permit Extension	\$110
Floodplain Appeals/Variations	\$540
Site Visit for Community Acknowledgement Form (if necessary)	\$50
Other County Department as Applicant	No Fee
<b>MISCELLANEOUS</b>	
Certification for Declaration of Unit Ownership	\$55.00
Site plan review: BS Business Service District BR-4 Resort Business I-1H Light Industrial – Highway (including landscape plan) WV West Valley (neighborhood convenience store only) HO Highway Overlay	\$250
Site plan modifications and re-review	\$125