

**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*
<i>*Add fee for certified mailing of adjacent property notification.</i>	<i>+\$5/address</i>
<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
<i>*Add fee for certified mailing of adjacent property notification.</i>	<i>+\$5/address</i>

<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.

<b>Final Plat</b>	
Major Subdivision <sup>6</sup>	\$865+ \$55/lot
Minor Subdivision <sup>7</sup>	\$435+ \$55/lot
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	\$515+ \$50/building <sup>9</sup>
<b>PLANS<sup>10</sup></b>	
Neighborhood Plan Amendment	\$1085+ \$35/acre (\$16,260 maximum fee)
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)

<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.

<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.

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)
Planned Unit Development Final Plan	\$435
Variance	\$380 Residential (Single family) \$540 Residential (2 or more units) \$760 Other than residential
Conditional Use Permit	\$380 Residential (Single family) \$540 Residential (2 or more units) \$760 Other than residential
Administrative Conditional Use Permit	\$215 Single family residential \$325 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*
<i>*Add fee for certified mailing of adjacent property notification.</i>	+ \$5/address

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

<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
Standard Permit	\$375 base fee for one activity \$110 each additional activity
Lakeshore Variance	\$485 Minor \$1190 Major
Lakeshore Permit/Variance Extension	\$110
Amendment to approved, active permit/variance	50% of original fee
<b>FLOODPLAIN</b>	
Floodplain Permit	\$380
Floodplain Permit- Agricultural	\$270
Floodplain Permit- Dock or Ramp	\$270
Floodplain Permit Extension	\$110
Floodplain Appeals/Variations	\$540
Site Visit for Community Acknowledgement Form (if necessary)	\$50
<b>MISCELLANEOUS</b>	
Conservation Easement Review	\$105.00
Certification for Declaration of Unit Ownership	\$55.00