

**FLATHEAD COUNTY PLANNING AND ZONING OFFICE  
ADMINISTRATIVE FEES & FEE POLICIES**

All fees are due when an application is submitted to FCPZ. FCPZ will accept cash, personal checks, cashier's checks, and credit cards as payment. 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 fees are paid in full. Fees are non-refundable unless otherwise authorized in a specific regulatory process. Fees are waived for other Flathead County departments.

<b>SUBDIVISION<sup>1</sup></b>	
<b>Preliminary Plat:</b>	
Major Subdivision <sup>2</sup>	\$1,235+ \$90/lot
Major Subdivision, Expedited Review	\$615+ \$90/lot
First Minor Subdivision <sup>3</sup>	\$615+ \$90/lot
First Minor Subdivision, Administrative Review	\$370+ \$60/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>4</sup>	50% of new application fee
Subdivision Regulation Text Amendment	\$985
<b>Amendment(s) to an Approved Preliminary Plat:</b>	
Review of Material Changes to an Approved Major Preliminary Plat	\$370+ \$60/lot
Review of Material Changes to an Approved Minor Preliminary Plat	\$370+ \$60/lot
<b>Final Plat</b>	
Major Subdivision <sup>5</sup>	\$985+ \$60/lot
Major Subdivision, Expedited Review	\$740+ \$60/lot
Minor Subdivision <sup>6</sup>	\$495+ \$60/lot
Minor Subdivision, Administrative Preliminary Plat Review	\$740+ \$90/lot

<sup>1</sup> Applications terminated before being deemed sufficient shall receive a 50% refund of the fee, plus 100% of per address notification fee if applicable.

<sup>2</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>3</sup> Includes commercial and residential first minors, commercial and residential condominiums, and subdivisions by rent or lease of 1-5 spaces or lots/units.

<sup>4</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 the date of application for re-review.

<sup>5</sup> Includes final plat, final plan, and revised preliminary plat review of preliminary plats.

<b>General Subdivision</b>	
Subdivision Variance <sup>6</sup>	\$305/variance requested
Subdivision Improvement Agreement	\$185
Preliminary Plat Extension Agreement	\$120
<b>BUILDINGS FOR LEASE OR RENT (BLR)<sup>7</sup></b>	
BLR Review—Projects that require sewer and water service	\$585+ \$55/unit
BLR Review—Projects that do not require sewer and water service, i.e. mini-storage, boat and RV storage, horse stalls	\$585+\$55/structure
<b>NEIGHBORHOOD PLANS<sup>8</sup></b>	
Neighborhood Plan Amendment	\$1,235
New Neighborhood Plan	\$1,235+ \$40/parcel (\$18,470 maximum fee)
<b>FLATHEAD COUNTY ZONING REGULATIONS<sup>9</sup></b>	
New Zoning Districts	\$1,475+ \$40/acre (\$18,470 maximum fee)
Zoning Map Amendment	\$985+ \$40/acre of land included in amendment (\$9,850 maximum fee)
Zoning Text Amendment	\$985
Planned Unit Development Preliminary Plan (New and Existing)	\$985+ \$40/acre of land included in PUD (\$9,850 maximum fee)
Planned Unit Development Final Plan	\$985
Variance	\$430 Residential (Single-family) \$615 Residential (2 or more units) \$865 Other than residential
During or After the Fact Variance	Double the fee

<sup>6</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 the original application and not impacted by amendments and/or material changes will not be charged a fee. Variances reviewed with the original application and impacted by amendments and/or material changes will be charged 50% of the variance fee. New variance requests as a result of the amendments and/or material changes requested will be subject to 100% of the variance fee.

<sup>7</sup> A 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 = 4 units. 10 rental cabins = 10 units. This does not include subdivisions by rent or lease.

<sup>8</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 include 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>9</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.

Conditional Use Permit	\$430 Residential (Single-family) \$615 Residential (2 or more units) \$865 Other than residential
During or After the Fact Conditional Use Permit	Double the Fee
Conditional Use Permit Condition Modification	50% of the original fee
Administrative Conditional Use Permit	\$305 Single family residential \$430 Other than single-family residential and Short-term rental
During or After the Fact Administrative Conditional Use Permit	Double the Fee <sup>10</sup>
Administrative Conditional Use Permit Condition Modification	50% of the original fee
Zoning Appeals	\$430
Billboard Permits	\$60 Maintenance/Remodeling \$305 Relocation
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	\$285
Site plan modifications and re-review	50% of the original fee
Other County Department as Applicant	No Fee
<b>CANYON AREA LAND USE REGULATORY SYSTEM</b>	
CALURS Text Amendment	\$985
Variance	\$430 Residential (Single-family) \$615 Residential (2 or more units) \$865 Other than residential
During or After the Fact Variance	Double the Fee
Appeal	\$430
Minor Land Use Review	\$305 Residential \$430 Other than residential and Short-term rental
During or After the Fact Minor Land Use Review	Double the Fee <sup>12</sup>
Major Land Use Review	\$555 Residential \$740 Other than Residential, Single Structure \$865 Other than Residential, Multiple Structures
During or After the Fact Major Land Use Review	Double the Fee

<sup>10</sup> If the owner begins operation of a short-term rental or lists the property for rent prior to receiving a permit or minor land use review approval from the Planning and Zoning Office, the application will be considered an after-the-fact permit application.

<b>LAKE &amp; LAKESHORE</b>	
Lake and Lakeshore Construction Permit for the following activities: Single residential dock Utility line Rip Rap Free-standing pilings adjacent to dock Ground mounted decks Walkways, stairways Shore station Small-scale tree and vegetation removal as determined  During or After the Fact for the above activities	\$305 fee for one activity \$125 each additional activity          Double the Fee
Lake and Lakeshore Construction Permit Standard Permit  During or After the Fact Standard Permit	\$430 base fee for one activity \$125 each additional activity  Quadruple the Fee
Lakeshore Variance	\$550 Minor \$1,350 Major
Lakeshore Permit/Variance Extension	\$125
Amendment to approved, active permit/variance	50% of original fee
Other County Department as Applicant	No Fee
<b>FLOODPLAIN</b>	
Floodplain Permit	\$430
Floodplain Permit for the Following activities: Agricultural Dock Ramp	\$305
During or After the Fact Floodplain Permit for all Activities	Quadruple the Fee
Floodplain Permit Extension	\$125
Floodplain Appeals/Variations	\$615
Site Visit for Community Acknowledgement Form (if necessary)	\$55
Other County Department as Applicant	No Fee
<b>MISCELLANEOUS</b>	
Certification for Declaration of Unit Ownership	\$60