

### Mission Statement:

“The Flathead County Planning & Zoning Office is committed to providing the highest level of planning services. We will accomplish this through employees who anticipate public need, and promote a work environment that encourage creativity, communication, and cooperation. The office will also encourage professional development and training for all staff members.”



## What is the Plan?

A site plan is a schematic diagram of any lot, tract or parcel of land showing the specific location of all existing proposed features, such as buildings, other structures, driveways, parking, landscape areas, easements, utilities, drainage, etc.

### What's a Vicinity Map?

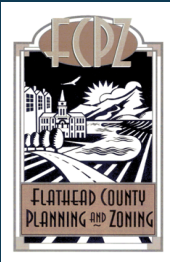
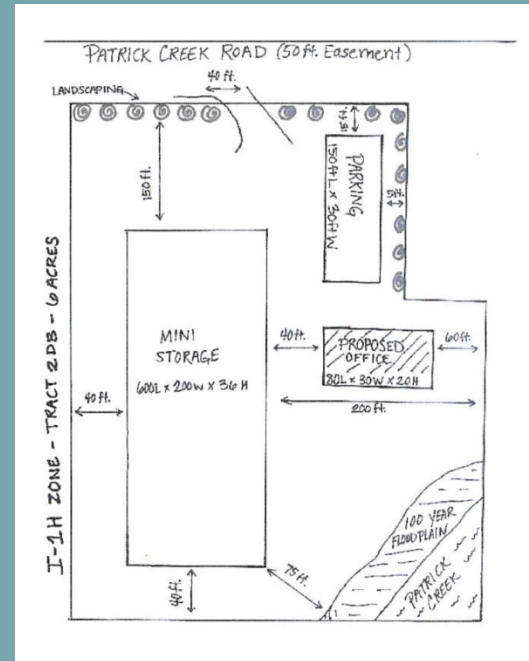
A vicinity map identifies the location of the property and shows the surrounding development.

# Flathead County Planning & Zoning



## Site Plan Application

Information on how to submit a site plan.



Flathead County  
Planning & Zoning  
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Kalispell, MT 59901  
Phone: 406-751-8200  
Planning.zoning@flathead.mt.gov  
Flathead.mt.gov/planning\_zoning



## A Site Plan & Vicinity Map shall include, but not be limited to the following:

- Clear indication of the property line, street names, driveways, and sidewalks.
- Width of the driveway and width of the right of way.
- Label whether it is a county or private road that borders the lot.
- Label and locate existing structures (need to be shown, even if they are not part of the property use).
- Locate any proposed physical structures.
- Footprint of all structures on the tract of land. For example, L x W x H.
- Distance of all proposed and existing structures from each other, and the property line. Be aware sometimes there are special conditions to general setbacks as it pertains to each zone.

- Tract ID, assessor number and parcel number.
- Parking lots and open spaces that comply with specific use of the property and those around it.
- Site plan & vicinity maps are required in these zones only; BSD, BR-4, I-1H (including landscape plan), WV (neighborhood convenience), SWO.
- Proposed buffers and/or landscaping that is drawn to scale, which shall be appropriate to the size of the property (I-1H and WVO).
- Ground mounted, free standing, building and wall mounted signs need to meet the standards outlined in the current zone and in Section 5.11.010 of the Flathead County Regulations.
- Within WVO zoning the following is required.
  1. Location, size, type and condition of proposed vegetation and natural or manmade materials, including benches, walks, plaza, lighting etc.
  2. Irrigation system.
  3. Description of the proposed maintenance plan.
  4. Estimated date of completion of the installation of plantings and finish materials.

- Drawing scale, north arrow.
- Lighting shall be designated on the site plan.
- Ground mounted, free standing, building and wall mounted signs need to meet the standards outlined in the current zone and in Section 5.11.010 of the Flathead County Regulations.

## Site Plan Review:

- Our site plan applications are available in the Planning & Zoning office or on our website: [www.flathead.mt.gov/planning\\_zoning/zon\\_zon.php](http://www.flathead.mt.gov/planning_zoning/zon_zon.php), under applications.
- Prior to any site development in the specified zones, a complete application and detailed site plan shall be submitted to the zoning administration to demonstrate compliance with site plan, vicinity map & zoning regulations. Appropriate fee will need to be included (see current fee schedule).
- Minor deviations to the site plan (not more than 10% of plan) are allowed and shall be reviewed and approved by zoning administrator.
- Substantial modification to the site plan will be required to be reviewed and approved by the County Commissioners. For example, major changes in access, increase in building size by more than 10%, min or changes to signage or landscaping. (Additional fees will be required).