

What is a site plan?

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

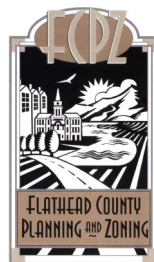
What is a vicinity map?

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

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 needs, and promote a work environment that encourages creativity, communication and cooperation. The Office will also encourage professional development and training for all staff members.”

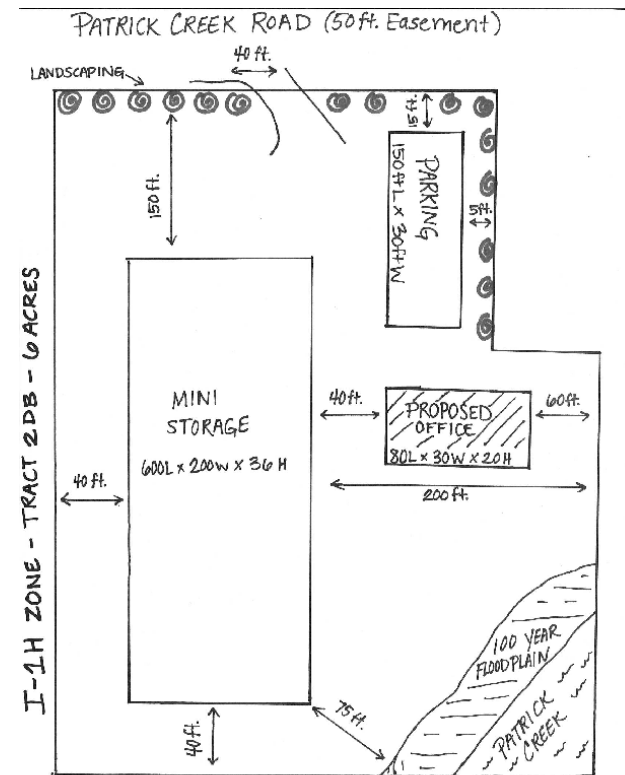
For more information, contact:



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Site Plan Application

Information on how to submit
a proper site plan.



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

- Clear indication of the property line, street names, driveway and sidewalk.
- Width of the drive way 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 proposed 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.
- Parking lots and open spaces that comply with the specific use of the property and those

- Identify waterways, wetlands and where the 100 year floodplain is in relation.
- Tract ID, assessor number and parcel acreage.
- Site plans & 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 project (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 Zoning Regulations.
- Lighting shall be designated on the site plan.
- Drawing scale, north arrow.
- Within WVO zoning the following is required;
 - i. Location, size, type and condition of proposed vegetation and natural or manmade materials, including benches, walks, plaza, lighting etc.
 - ii. Irrigation system.
 - iii. Description of the proposed maintenance plan.
 - iv. Estimated date of completion of the installation of plantings and finish materials.

Site Plan Review:

- Our site plan applications are available in the Planning & Zoning office or on our website: www.flathead.mt.gov/planning_zoning/zoning.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 administrator 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 the zoning administrator.
- Substantial modifications 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%, major changes to signage or landscaping). Additional fee will be required.