



# Flathead County

## Planning & Zoning

40 11<sup>th</sup> Street West, Suite 220 Kalispell, MT 59901

Telephone 406.751.8200

### **CANYON AREA LAND USE REGULATORY SYSTEM** **APPLICATION FOR MINOR LAND USE REVIEW**

*Submit this application, all required information, and appropriate fee (see current fee schedule) to the Planning & Zoning office at the address listed above.*

**FEE ATTACHED \$** \_\_\_\_\_

**OWNER(S) OF RECORD:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

**PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS SENT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY (Refer to Property Records):**

Physical Address: \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ No.(s) \_\_\_\_\_ Lot No.(s) \_\_\_\_\_ Blk No. \_\_\_\_\_

1. Middle Canyon Region  Upper Canyon Region

2. Describe proposed use: \_\_\_\_\_

3. Attach a site plan (drawing) of property showing the following:

- a. Surrounding land use (usually within 300 feet).
- b. Dimension and shape of lot.
- c. Topographic features of lot.
- d. Water courses, drainages, wetlands.
- e. Size, location and use of existing and proposed buildings, open areas, etc.
- f. Roads, driveways, proposed parking.
- g. Easements for utilities.

4. Explain how the proposed use meets all of the required criteria below. The more information you can provide, the easier it is for staff to review the application.

**a. Outdoor Advertising**

(1) Is outdoor advertising proposed as part of this application? Yes  No

(2) Has a permit been obtained from MDT for an outdoor advertising sign? Yes  No  N/A

Permit Number: \_\_\_\_\_

(3) If a sign is proposed and/or existing, please provide information on the type, location, and dimensions of sign:

\_\_\_\_\_  
\_\_\_\_\_

**b. Access and Road Standards.** (Please provide information regarding the proposed and existing access/driveway and roads including type and dimensions and traffic flow):

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**c. Sanitation.**

(1) Has a permit been obtained from the Flathead City-County and Environmental Health Department and Montana Department of Environmental Quality? Yes  No  N/A

(2) Proposed method for solid waste disposal:

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(3) Is livestock proposed and/or existing? Yes  No  If yes, what type and how many?

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**d. Flood Hazard Areas.** Is the property located within the mapped floodplain? Yes  No   
If yes, please provide floodplain location on attached site plan.

**e. Natural Resource Protection.**

(1) Is the property located within the mapped wetlands? Yes  No  If yes, please provide wetland location on attached site plan.

(2) Please describe grading and drainage facilities and include on the attached site plan.

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**f. Site Development.**

(1) Does the proposal require clustering? Yes  No  If yes, please show proposed clustering on attached site plan.

(2) Provide details on parking and loading area (including number of parking spaces):

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(3) Describe location of all utilities (proposed or existing):

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(4) Please describe proposed and/or existing screening, fencing and landscaping:

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(5) Please describe proposed and/or existing sewer and water services:

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**g. Planned Community.**

(1) Is a planned community proposed? Yes  No  If yes, please respond to the following:

(2) Will the proposed uses be connected to public water and sewer? Yes  No

(3) What type of development is proposed (commercial, residential, etc.):

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**h. Dog Day Care Operations.** Is a dog day care proposed? Yes  No

If yes, please describe dog day care operation:

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**i. Short Term Rental Housing.**

(1) Is a short term rental housing proposed? Yes  No  If yes, please respond to the following:

(2) **Emergency contact information.** This contact person or management company shall be available 24 hours a day, seven days a week and be able to arrive at the subject property within one hour should there be an emergency or problem.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

**j. General Information**

(1) Please describe hours of operation and number of employees:

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(2) Will the proposed use generate and noise, light, dust, or fumes:

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**5. Please attach any additional information which may have been requested at the pre-application meeting or which is necessary to further understand the project.**

*I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded or other appropriate action taken. The signing of this application signified approval for FCPZ staff to be present on the property for routine monitoring and inspection during the approval and development process.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR MINOR LAND USE APPLICATION FORM

*Minor land use review is required and allowed only for those new or expanding uses specifically listed as "Minor Land Uses" in Chapter 6 when not specifically exempted or subject to Major Land Use Review. The Minor Land Use Review procedure allows for a 30-day review period. The review, evaluation and authority to approve a "minor land use action" is delegated to the Administrator. Minor Land Use Review is authorized under 76-2-207 M.C.A.*

1. **Pre-application Conference.** Application for Minor Land Use Review may be filed by the applicant following a pre-application conference with the Administrator or his/her representative. Pre-application conferences shall be arranged by the applicant. The applicant shall submit a sketch plan as the basis for discussion at the pre-application conference.

The purpose of the pre-application conference is to be sure the applicant understands the requirements of the System as they affect the proposed project, to provide technical assistance and to answer questions. The pre-application conference is a service to the public, not a regulatory proceeding.

2. **Filing the Application.** After the pre-application conference, the applicant may file an application and processing fee with the Administrator.
3. **Review and Evaluation.** The Administrator shall record a review and evaluation of the application and proposed project. This evaluation describes the compliance or deviation with the performance standards of this review system. This review and evaluation will be completed in 30 days. Failure to respond will be deemed an approval.

The basis for review of this application is based on performance standards and performance guidelines as found in Chapters 4 and 5 of the Canyon Area Land Use Regulatory System adopted by Flathead County, Resolution #1049A.

4. **Decision on Review Approval.** Approval of the proposed land use change relies upon the compliance with each of the pertinent performance standards.
5. **Communication to Applicant.** A copy of the evaluation record and decision of the Administrator shall be transmitted to the applicant.
6. **Appeal.** In the event that the Applicant does not receive a finding of conformance, an appeal may be made by the applicant to the Board of County Commissioners as per the process for Major Land Use Review.



40 11th Street West, Ste. 220  
 Kalispell, MT, 59901  
**OFFICE:** (406) 751-8200  
**EMAIL:** [planning.zoning@flathead.mt.gov](mailto:planning.zoning@flathead.mt.gov)  
**WEB:** [flathead.mt.gov/planning\\_zoning](http://flathead.mt.gov/planning_zoning)

## CUSTOMER SERVICE SURVEY

Our mission is to provide you with the best possible service. Please help us serve you and others better by taking a few minutes to answer the questions below. Our office genuinely appreciates your time and your feedback.

**What was the nature of your contact with us?** (Please check all that apply)

- General Information
- Permitting (Lakeshore, Floodplain, Zoning, Subdivision)
- Pre-application Conference
- Other \_\_\_\_\_

<b>Please Check as Appropriate:</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>No Comment</b>
Staff was courteous and helpful					
Staff provided accurate information to me					
Staff response was considerate of my time					
My overall experience was positive					
<b>Please complete the section below if your contact with us involved permitting:</b>					
The permitting process was understandable					
The regulations were understandable					
Application instructions were understandable					
Terms and conditions of the permit were understandable					

We provide opportunities for staff to be recognized for exemplary customer service. Please indicate the names of any staff person(s) you would like to commend:

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If you feel we fell short in meeting your service expectations, please describe the situation including the name of the staff person involved (if applicable) and the date the incident occurred:

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As a result of your experience with us, what service-related improvement(s) can you recommend?

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**Contact Information (Optional)**

Your name: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**Please hand deliver, email, fax or mail form to:**

Flathead County Planning and Zoning  
40 11<sup>th</sup> Street West, Suite 220  
Kalispell, MT 59901  
Email: [Planning.Zoning@flathead.mt.gov](mailto:Planning.Zoning@flathead.mt.gov)  
Phone: (406) 751-8200