



Flathead County

Planning & Zoning

1035 1st Ave W, Kalispell, MT 59901
Telephone 406.751.8200 Fax 406.751.8210

GROWTH POLICY/NEIGHBORHOOD PLAN AMENDMENT APPLICATION

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 \$

APPLICANT

1. NAME OF APPLICANT: FLATHEAD COUNTY
2. MAIL ADDRESS: 1035 FIRST AVENUE WEST
3. CITY/STATE/ZIP: KALISPELL, MT 59901 PHONE: (406) 751-8200
4. INTEREST IN PROPERTY: COUNTY JURISDICTION
5. LEGAL DESCRIPTION: S _____ T _____ R _____
(SEE ATTACHED MAP)

TECHNICAL/PROFESSIONAL PARTICIPANTS:

Name: _____ Address: _____

Phone: _____ Email: _____

Name: _____ Address: _____

Phone: _____ Email: _____

A. What is the proposed plan amendment?

KALISPELL CITY/COUNTY MASTER PLAN 2010
- LAND USE DESIGNATION ALONG W. RESERVE
DRIVE FROM "SUBURBAN RESIDENTIAL" TO
"COMMERCIAL"

B. What conditions have changed on the subject property that would warrant consideration of an amendment to the Growth Policy?

CURRENT/RECENT ZONE CHANGE REQUESTS;
CONSTRUCTION OF THE HWY 93 BY-PASS.

C. Has the area contained in the proposed plan amendment been included in an approved plan amendment within the last 2 years (please check one)? _____ Yes ~~_____ No~~

IN ORDER FOR THIS APPLICATION TO BE PROCESSED THE FOLLOWING ITEMS MUST BE ADDRESSED (USE A SEPARATE SHEET)

- A. Goals and objectives of proposed amendment.
- B. Maps and text, which describe the jurisdictional area (including information on land uses, population, housing needs, economic conditions, local services, public facilities, natural resources, and other jurisdictional characteristics).
- C. Projected trends for each of the above listed items for the life of the plan amendment (except public facilities).
- D. A description of the policies, regulations, and other tools to be implemented in order to carry out the amendment.
- E. A strategy for the development, maintenance, and replacement of public infrastructure.
- F. A timetable for implementing and updating the plan itself.
- G. Other information as deemed necessary by the applicant in the form of text and maps to assist the governing body's review of the proposed amendment.

The signing of this application signifies approval for FCPZ staff to be present on the property for routine monitoring and inspection during approval process.


Applicant Planner II

8.17.10
Date

APPLICATION PROCESS APPLICABLE TO ALL GROWTH POLICY APPLICATIONS:

- A. Pre-Application Meeting.
- B. Completed application form and required supplemental information listed in the application.
- C. Application fee.
- D. Application Contents:
 - 1. Completed application (*If submitting a bound copy of the application materials, please also include one **unbound** copy for replication purposes*).
 - 2. Petition for Growth Policy Amendment signed by at least 50% of the property owners in the area for which the change in growth policy classification is sought.
 - 3. A map showing the location and boundaries of the property.
 - 4. A **Certified** Adjoining Property Owners List must be submitted with the application (*see forms below*). The list will be sent directly to the Planning & Zoning office, unless you request otherwise. This list is valid for a period of 6 months from date generated. You may also get a certified adjoining landowners list from a title company if you choose.

GROWTH POLICY AMENDMENT CHECKLIST

Processing Guidelines Checklist

Geographic area proposed for any plan amendment must meet all of the following criteria:

1. The plan area shall be located outside any plan amendment approved by the County Commissioners within two (2) years.
2. The planning area shall have pre-approval to process the application from the FCPZ Office.
3. A certified letter regarding the plan amendment shall be sent to all relevant public service providers (i.e., roads, fire, water, sewer, sheriff, schools, etc.) thirty days before submitting the application to the FCPZ office. Responses from providers shall be included with the application.
4. All land inside the planning perimeter must be included in the submitted plan.
5. The geography of the plan perimeter shall follow, to the extent reasonably possible, natural boundaries, major roads and/or jurisdictional boundaries.
6. The format and content of the amendment shall be consistent with the requirements of MCA 76-1-601 (Growth Policy).
7. The plan amendment shall include an area one-half mile outside the plan boundary to show compatibility with adjacent land uses. All land use designations, existing land uses, roads and existing or proposed infrastructure, environmental/topographic characteristics and other community characteristics shall be included.
8. The plan amendment and application must be complete. Any incomplete plan amendment shall be returned to the applicant, and any revision and/or re-application would not be accepted for a ninety-day period.
9. A new county fee schedule must be implemented prior to submittal of any new amendment applications.

PROCESS & PROCEDURES CHECKLIST

Applicants desiring a Growth Policy/Neighborhood Plan Amendment shall follow the steps outlined below:

1. Schedule pre-application meeting(s) with FCPZ staff prior to initiating the planning process.
2. Hold at least one; if not more, public workshops with respective citizen advisory boards, citizen neighborhood groups, stakeholders, and/or other affected public. The outcomes of these meetings should be community issues, opportunities and goals. Minutes and public comment shall be recorded and submitted with the initial application.
3. Draft plan development with all affected stakeholders based on input from the public workshops.
4. Hold at least one public meeting to present and review the draft with the general public, neighborhood groups, stakeholders and/or other affected public.
5. Application submittal to FCPZ staff would be accepted only during the first full week of each month.
6. Staff shall review the application for completeness, content and consistency with adjacent existing plans. Staff shall work with the plan amendment sponsors to suggest ways to improve the plan if appropriate.
7. At a public hearing, the Planning Board shall review and forward a recommendation to the County Commission. The hearing shall meet all open meeting requirements.
8. The County Commission shall consider the plan and take final action.

****Note:*** Staff will process Growth Policy/ Neighborhood Plan Amendments based on available staff time and resources. Amendment applications will be prioritized based on submittal date and complexity.