

APPLICATION FOR SPECIAL USE PERMIT Cont.

3. On a separate sheet of paper, discuss the following topics relative to the proposed use:

- a. Traffic flow and control. _____
- b. Access to and circulation within the property. _____
- c. Off-street parking and loading. _____
- d. Refuse and service areas. _____
- e. Utilities. _____
- f. Screening and buffering. _____
- g. Signs, yards and other open spaces. _____
- h. Height, bulk and location of structures. _____
- i. Location of proposed open space uses. _____
- j. Hours and manner of operation. _____
- k. Noise, light, dust, odors, fumes and vibration. _____
- l. Drainage and Stormwater runoff management plan _____

4. Attach supplemental information for proposed uses that have additional requirements (consult Planner).

During the course of review of the application and after final determination by the City of Polson, the Owner/Developer hereby agrees to hold the City of Polson harmless from all claims, expenses, costs and attorney’s fees that may arise as a result of the actions or process taken by the Owner/Developer. This “hold harmless” responsibility does not indemnify the City from its acts of negligence, violation of codes or ordinances, or defense of its codes or ordinances.

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 a 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in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for the Polson Planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature

Date

INSTRUCTIONS FOR SPECIAL USE PERMIT APPLICATION

1. **Pay application fees, receive application number, and submit 8 complete copies of plans for pre-application meeting with the Planning Official, Building Official, Fire Chief, Water and Sewer Superintendent, Streets Superintendent for questions and comments.**
2. After the department review meeting submit 12 copies of completed application and appropriate attachments to the Polson Planning Department (address on the front of this form) along with an **Electronic Copy of the full application submittal.**
3. A **certified** list of all property owners within 150 feet of the subject property is required with the information listed below. The list can be obtained from the County Plat Room or from a title company. Please note: Streets and roads are not included as part of the 150 feet.

<u>Assessor</u>	<u>Sec-Twn-</u>	<u>Lot/Tract</u>	<u>Property Owner & Mailing Address</u>
<u>No</u>	<u>Rng</u>	<u>No</u>	

4. A bona fide legal description of the subject property and a map showing the location and boundaries of the property.
5. Application must be completed and submitted a minimum of **thirty five (35) days prior** to the planning board meeting at which this application will be heard.
6. The regularly scheduled meeting of the planning board is the second Tuesday of each month.
7. After the planning board hearing, the application is forwarded with the board's recommendation to the City Commission for hearing and final action.

Special Use Permit Fee	\$750.00
Adjoining Landowner Notification	\$ 6 (per address)

In reviewing the application and materials submitted by the applicant, the City of Polson may determine that it may require extraordinary review and incur additional, expenses, costs and staff time on behalf of the applicant. The staff will advise the applicant of anticipated additional time and anticipated costs, including expenses for outside consultants, prior to incurring the same. The applicant is expected to pay such anticipated costs and hereby waives all statutory or ordinance time frames imposed upon the City until such fees and costs are paid.

**FEE
AGREEMENT**

Dear Applicant/Developer:

Please be advised that you are responsible for any and all fees incurred from the City contract engineering firm, per Resolution #942, effective February 21, 2007. These fees begin with the Pre-Application through Final City Council Approval, including inspections. The fees also include any contact or requests from the Applicant/Developer or any person working with the project directly to the City Engineer.

Also, per Resolution #942 there will be an administrative surcharge of 5% to defray the administrative costs hereof, from the requestor, pursuant to the preceding acknowledgement.

Per Resolution #942, paragraph 4: No project or request may move forward thereafter until such time as the City department has been reimbursed the fee and/or cost, together with the five percent surcharge, associated with the City's engineering review of such project or request.

ACKNOWLEDGEMENT

I do hereby acknowledge and accept any and all costs incurred on behalf of the application/development as state in the above paragraphs.

_____ Date: ____/____/20____
Signature of Applicant