



106 1st Street E., Polson, MT 59860
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www.cityofpolson.com



Pre-Application for Special Use Permit

Fee: **\$150.00** Date submitted: _____ Received by: _____ SUP#: _____

Please complete all of the following information (type or print):

Project Name: _____

Project Address/Location: _____

Description: _____

Addition _____ Multi-Family _____ Commercial _____ Institutional _____ Subdivision _____

Send Review Comments To:

Contact Person/Consultant: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Cell Phone Number: _____ Email Address: _____

Owner/Developer

Contact Person: _____ Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Description of Proposed Site Plan: _____

Parcel No./LotNo.: _____

Zoning District: _____ Lot Dimensions and Acreage: _____

Submit eight (8) copies and one Electronic Copy of site plan for department review, drawn to an acceptable engineering scale (typically 1" = 20') and accurately dimensioned.

Site plan must include mitigation measures showing no more adverse effects on the health, safety, or welfare of persons living or working in the neighborhood, or shall be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district. All site plans shall include the following information:

1. North arrow.
2. Vicinity map.
3. Indication of scale.
4. All property lines with dimensions.
5. Internal and perimeter streets and drives.
6. All existing improvements on the property (structures, fences, driveways, sidewalks).
7. All adjacent rights-of-way.
8. All proposed improvements, including new construction, parking, landscaping, fencing, sidewalks, driveways, refuse disposal, snow storage areas, lighting, drainage, and any other proposed changes to the property (depending on project).
9. All existing utilities and utility easements and all proposed utility mains, extensions, and easements.
10. Existing and proposed fire hydrant location(s) and/or any proposed fire code related features.
11. Proposed lot lines and boundaries.
12. Surrounding land uses.
13. Dimensions and shape of lot.
14. Topographic features of lot.
15. Size(s) and location(s) of existing buildings.
16. Size(s) and location(s) of proposed buildings.
17. Existing use(s) of structures and open areas.
18. Proposed use(s) of structures and open areas.
19. Existing and proposed landscaping and fencing.

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

ALL ABOVE ITEMS MUST BE INCLUDED WITH THE PRE APPLICATION.

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 stated in the above paragraphs

_____ Date: ____/____/20____

Signature of property owner or authorized agent

Revised: 07/01/2016

Resolution #2015-022