

CITY OF POLSON

Planning & Building Department
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Date Rec'd: _____
Fee: \$150.00
SUP #: _____

SPECIAL USE PERMIT PRE-APPLICATION FORM

PURPOSE & PROCEDURE: The special use permit procedure requires public review of developments that may have a significant impact on the landscape setting, public facilities, or neighboring land uses. Special uses are those that may be compatible with the land uses permitted by right in a zoning district, but require individual review of their location, scale, design, and configuration, and may include the imposition of conditions or mitigations in order to ensure the appropriateness of the use at a particular location within a given zoning district.

The purpose of the pre-application procedure is to ensure that a properly completed application is filed (refer to page 4 for procedure flow chart). Please complete the following questions and attach required supporting documents. Upon receipt, the Planning Department will contact you to schedule a pre-application meeting.

PROJECT NAME: _____
Project Address/Location: _____
Description & Current Zoning: _____

- Addition Multi-Family Commercial Institutional Subdivision

OWNER(S) OF RECORD:

Name: _____ Phone #: _____
Mailing Address: _____
City: _____ State: _____ Zip code: _____

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

Name: _____ Phone #: _____
Mailing Address: _____
City: _____ State: _____ Zip code: _____

LEGAL DESCRIPTION OF PROPERTY:

Street	Sec.	Township	Range
Address: _____	No. _____	_____	No. _____
Subdivision	Tract	Lot	Block
Name: _____	No(s). _____	No(s). _____	No. _____

Description of Proposed Site Plan:

APPLICATION CONTENTS: 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:

- a. North arrow
- b. Vicinity map
- c. Indication of scale
- d. All property lines with dimensions
- e. Internal and perimeter streets and drives
- f. All existing improvements on the property (structures, fences, driveways, sidewalks)
- g. All adjacent right-of-ways
- h. All proposed improvements (new construction, parking, landscaping, fencing, sidewalks, driveways, refuse disposal snow storage areas, lighting, drainage, and any other proposed changes to the property)
- i. All existing utilities and utility easements and all proposed utility mains, extensions, and easements)
- j. Existing and proposed fire hydrant location(s) and/or any proposed fire code related features)
- k. Proposed lot lines and boundaries
- l. Surrounding land uses
- m. Dimensions and shape of lot
- n. Topographic features of lot
- o. Size(s) and location(s) of existing buildings
- p. Size(s) and location(s) of proposed buildings
- q. Existing use(s) of structures and open areas
- r. Proposed use(s) of structures and open areas
- s. Existing and proposed landscaping and fencing

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

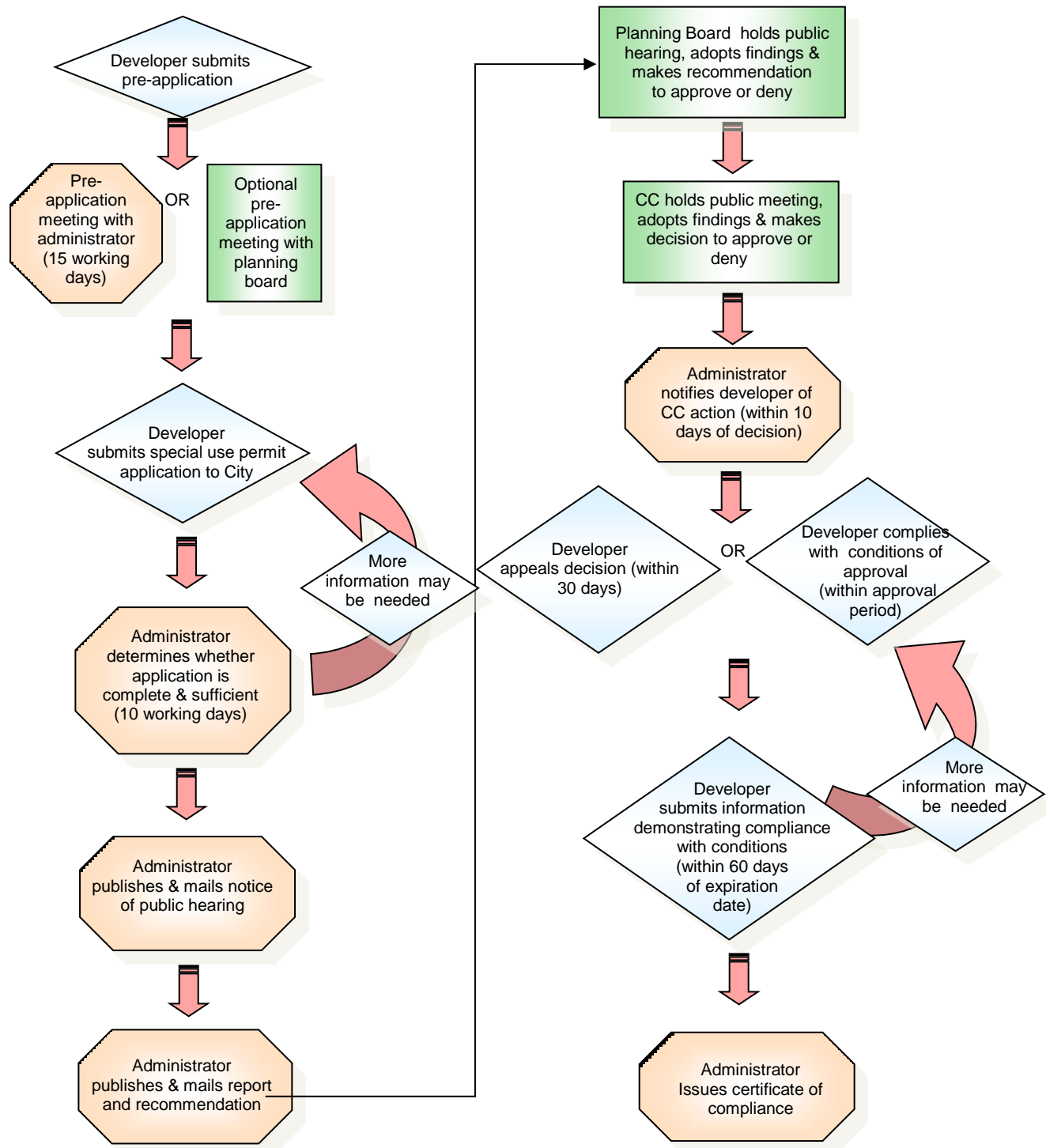
- a. Traffic flow and control
- b. Access to and circulation within the property

- 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

(Applicant)

(Date)

Special Use Permit Procedure Flow Chart*



*This flow chart shows a typical special use permit application and review process. The administrator or board may require additional information during the review, applications may be amended and other changes in the process may occur.