

CITY OF POLSON

Planning & Building Department
106 1st Street E. | Polson, MT 59860
T: 406-883-8214 | F: 406-883-8238
E: bp@cityofpolson.com
W: www.cityofpolson.com

Date Rec'd: _____

Fee: _____

SUP #: _____

SPECIAL USE PERMIT APPLICATION

FEE SCHEDULE: Special Use Permit Fee \$750 plus \$12 per address/adjoining landowners

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. A Special Use Permit must go through a public hearing process with both the City-County Planning Board and City Commission (refer to page 5 for procedure flow chart).

PROPOSED USE: _____

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. _____

1. Zoning District and Zoning Classification in which use is proposed:

2. Attach a plan of the affected lot which identifies the following items:

- a. Surrounding land uses
- b. Dimensions and shape of lot
- c. Topographic features of lot
- d. Size(s) and location(s) of existing buildings

- e. Size(s) and location(s) of proposed buildings
- f. Existing use(s) of structures and open areas
- g. Proposed use(s) of structures and open areas
- h. Existing and proposed landscaping and fencing

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 Planning Department if needed).

APPLICATION CONTENTS:

The applicant shall submit a **complete** application addressing items below to the Polson Planning Department at least 35 days prior to the City-County Planning Board meeting (meetings are held the second Tuesday of each month) at which it will be heard.

Submittals shall include:

1. Items 2., 3., and 4. above
2. 12 copies of completed application and respective attachments
3. Electronic copy of the full application submittal
4. A bona fide legal description of the subject property and a map showing the location and boundaries of the property
5. Application fee and adjoining landowner addresses fee
6. A certified list of all property owners within 150 feet of the subject property is required with the information listed below.

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

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 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)

(Date)

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 Commission 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.

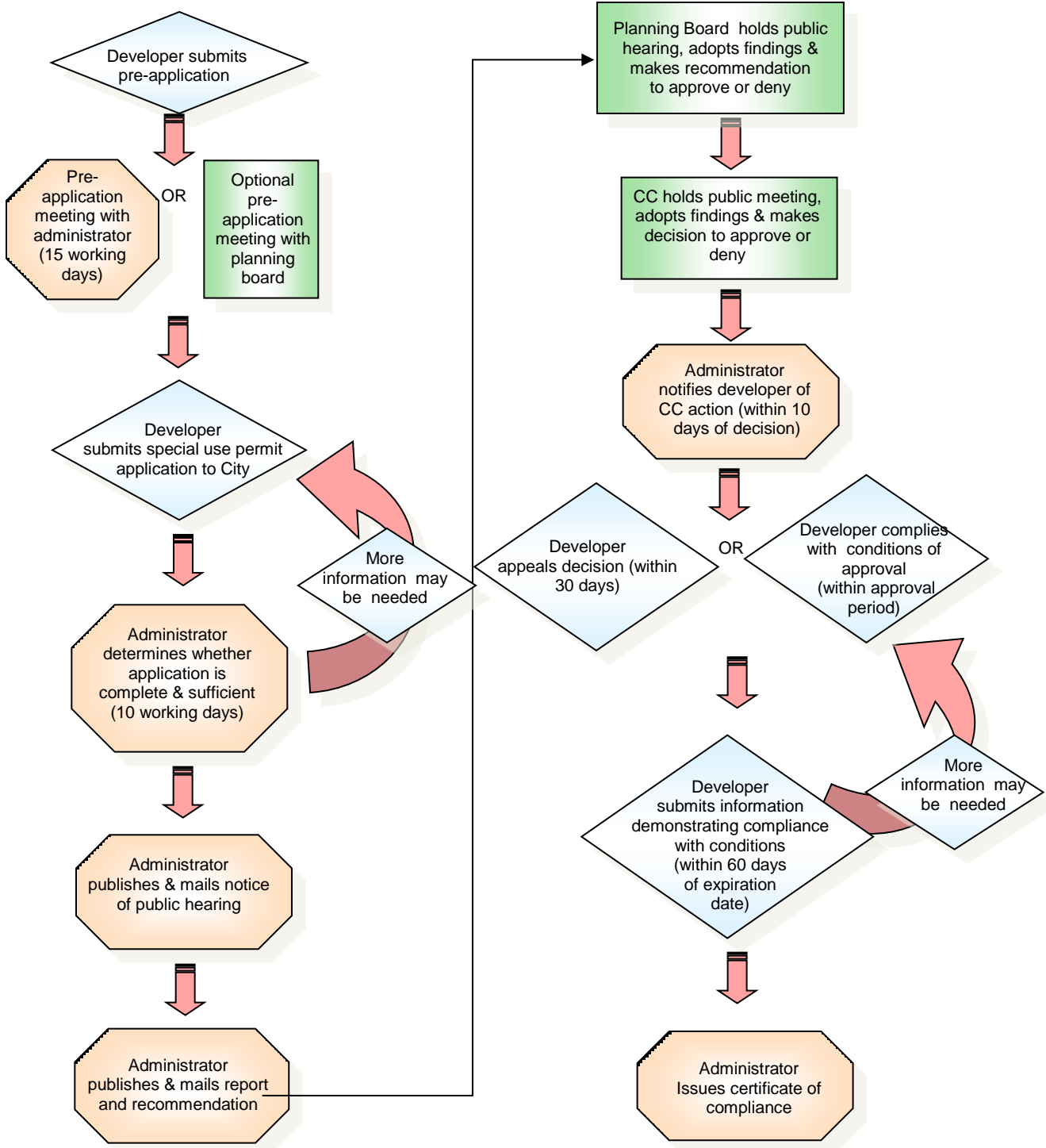
ACKNOWLEDGEMENT

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

Signature: _____
(Property owner or authorized agent)

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.