



GALLATIN COUNTY

Conditional Use Information and Application

Gallatin County zoning district regulations allow for conditional use permits (CUP) to provide for those uses, other than those specifically permitted in each district, which may be appropriate under certain safeguards or conditions. Any conditional use or structure must receive the appropriate approval prior to the use commencing. If you wish to apply for a CUP, the following applies:

1. **Pre-Submittal Meeting.** Meet with a planner for a pre-submittal meeting (STRONGLY SUGGESTED).
2. **Cover Letter.** Prepare a cover letter describing the overall project, why you are seeking a CUP, addressing the applicable CUP criteria, and applicable development standards of the specific zoning district the project is located in.
3. **Required Attachments.** Prepare a site plan, elevations, and floorplans; including all existing and proposed structures, architectural projections such as eaves, decks/porches, driveways, parking spaces, landscaping, signage, property lines, watercourses and easements. This must be no larger than 11" x 17", drawn to scale and/or with measurements clearly labeled.
4. **Zoning Regulations & State Statute.** Refer to the appropriate section of the applicable zoning regulation to include any additional requirements and supplements.
5. **Certified Mail.** Prepare a certified list of the names, mailing addresses and legal descriptions of the property owners adjoining the exterior boundaries of the subject property (see pages 5 - 6 of the application).
 - ▶ Provide three sets of mailing labels for each adjoining land owner.
 - ▶ Labels must be smaller than 1" x 2-5/8" (similar to Avery 5160 or 30 per sheet) so that they are the proper size for the certified mail.
6. **Submittal.** Submit the attached application form, supplements, and required fee(s) to the Planning Department; make checks payable to the Gallatin County Treasurer.
 - ▶ Provide original, not including this application cover page, and required number of copies.
 - ▶ Check with the Planning Department before submitting to find out the number of copies needed for your Zoning District.
 - ▶ Submit complete and assembled copy packets.
 - ▶ After initial submittal additional copies may still be requested.

*Planning Department • 311 West Main, Room 108 • Bozeman, MT 59715
Phone (406) 582-3130 • Fax (406) 582-3135 • Email: planning@gallatin.mt.gov*

PROCESS

- The County Planning Department determines whether the application packet is complete.
- The County Planning Department distributes copies of the application packet to appropriate departments and agencies for review and comment.
- The County Planning Department schedules public hearing.
- Public notice is provided as follows:
 - The County Planning Department sends notice (by certified mail) to the owners of property adjacent to the site.
 - The County Planning Department publishes notice in appropriate newspaper(s).
- The County Planning Department analyzes the application materials and any comments received from other departments and agencies. The County Planning Department conducts a site visit of the property(s). The County Planning Department prepares a staff report that evaluates the proposal, which is submitted to the hearing body at the public hearing. The applicant or applicant's representative must be present at the hearing to answer questions raised by the hearing body or public.
- Decisions on CUP's may be appealed to the court of record within 30 days of being made.
- If you have any questions regarding the application or need any assistance filling out any part of the application form, please contact the Planning Department.

Permit # _____



GALLATIN COUNTY Conditional Use Permit Application Form

The Undersigned hereby makes application for a **CONDITIONAL USE PERMIT** pursuant to the requirements as outlined in the County Zoning District Regulation.

1. **Property Owner**

Name: _____
Address: _____
Phone: _____ Email: _____

2. **Applicant** (If different than property owner.)

Name: _____
Address: _____
Phone: _____ Email: _____

3. **Property**

Address: _____
Section: _____
Subdivision/COS: _____
Other legal description: _____

4. DOR#: **06** _____
(2) (4) (2) (1) (2) (2) (4)

5. Land area (acres or square feet): _____

6. General Location: _____

7. Zoning District: _____ Sub-District: _____

8. Conditional Use to consist of the following:

9. Are any variances being requested? Yes No
If Yes, please explain: _____

10. Are there any covenants or deed restrictions on the property? Yes No
If Yes, please attach a copy.

Planning Department • 311 West Main, Room 108 • Bozeman, MT 59715
Phone (406) 582-3130 • Fax (406) 582-3135 • Email: planning@gallatin.mt.gov

Proposal _____



GALLATIN COUNTY
Certification of Property Owners List

I, _____, applicant for the attached proposal,
hereby certify that:

- To the best of my knowledge, the attached list shows all property owners and purchasers under contract for property:
 - According to the notice requirements of the applicable zoning regulation.
- The names on the list are from the Gallatin County Clerk and Recorder's most recent records.
- The addresses on the list are from Montana Departments of Revenue's most recent tax records, available on the internet at <http://svc.mt.gov/msl/mtcadastral>.
- I understand that an inaccurate list may delay review of the project.

Signature

Date

Proposal _____

Property Owners

According to the notice requirements of the applicable zoning regulation.

	Legal Description of Property	Property Owner's Name	Mailing Address of Property Owner from Montana Dept. of Revenue
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* If road is a state highway, also include Montana Department of Transportation in property owner list.

Page ____ of ____

(If additional pages of this form are needed, download the file entitled "Property Owners List".)

Planning Department • 311 West Main, Room 108 • Bozeman, MT 59715
Phone (406) 582-3130 • Fax (406) 582-3135 • Email: planning@gallatin.mt.gov