



## GALLATIN COUNTY

### Land Use Permit Information & Application

#### PURPOSE

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Gallatin County contains several zoning districts with corresponding zoning regulations. In order to ensure that development occurs in accordance with applicable zoning regulations, a **Land Use Permit (LUP)** is required prior to the construction of most structures within the County's zoning districts. Where required, construction without an approved LUP is a violation of the zoning regulations.

#### APPLICATION PROCESS *(Do not commence construction until permit approval has been issued.)*

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- **Please allow a minimum of two weeks to process applications.** The period of review for incomplete or inaccurate applications may be longer; likewise, projects in remote areas of the County may require a longer review period.
- **Applicant consults applicable zoning regulation.** (Navigate to zoning district information on the Gallatin County Planning Department website.) Contact a planner at the County Planning Department if you have any questions, at: (406) 582-3130 or 311 W. Main, Room 108.
- **Applicant obtains pertinent approvals from other entities/agencies as required.**
- **Prior to submittal of the application, applicant clearly marks property corners and proposed building corners** with flags, stakes, etc. including garage and deck/porch. *(If site visit occurs and property is not staked, a \$100 revisit fee will be charged and further review will be delayed.)*
- **Applicant submits required materials, no larger than 11"x17", drawn to scale and/or with measurements clearly labeled to the County Planning Department.** If larger documents are submitted, applicant shall also provide an electronic version (in PDF format to [planning@gallatin.mt.gov](mailto:planning@gallatin.mt.gov)).
  - ◆ **Land Use Permit Application Form** completed and signed by property owner or authorized representative.
  - ◆ **Elevations** showing all sides of proposed new structure or connection to existing and clearly labeled height measurements, as specifically defined in the applicable regulation (for example, in the Four Corners Zoning Regulation, building height is measured from the lowest point of the finished grade to the highest structural point of the roof).
  - ◆ **Floor plans** including garage, basement, and all finished and unfinished spaces.
  - ◆ **Site plan** including all existing and proposed structures, architectural projections such as eaves, decks/porches, driveways, property lines, watercourses and easements. For commercial projects, additional site plan requirements may apply (please contact the Planning Department).
  - ◆ **Waste-water approvals as applicable.** For projects utilizing on-site septic, obtain an approved septic permit from the Gallatin City-County Health Department at 215 W. Mendenhall St., Rm. 108, (406) 582-3120. For projects utilizing community sewer systems, see district-specific requirements below.
  - ◆ **Floodplain permit approvals as applicable.**

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

- ◆ **Other attachments**, based on zoning district-specific requirements:
  - **Gallatin Canyon / Big Sky**
    - Gallatin Canyon Consolidated Rural Fire District Land Use Permit Form. This form is available on the Big Sky Fire Department website.
    - Written approval to connect to the Big Sky Water and Sewer District for projects in their district.
    - Copy of Soils Report or Geotechnical Survey, if property slope is in excess of 15%.
  - **Staff may request further information as needed throughout the review process.**
- **Application fee**, due at the time of application, equal to the greater of \$275 –or– one quarter of one percent (.0025) of the estimated market value of construction (not including land cost). Estimate must be based on total square footage (including garage, deck/porch and all finished and unfinished space). The application fee is double for after-the-fact applications.

## **REVIEW PROCESS**

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- **County Planning Department reviews application materials and conducts site inspection.** Inspections are performed on a first-come, first-serve basis. Submittal of this application gives the County Planning staff permission to access the property. The property associated with this permit must be accessible; if gates or other obstacles are in place that restrict access to the property, please notify the Department when submitting your permit. Please ensure that the lot number or address is posted. If the Planning Department attempts to perform an inspection, but is unable to gain access or if the project is not staked, the applicant will be subject to the \$100 re-inspection fee.
- **County Planning Department completes review and notifies applicant whether Land Use Permit request is approved or denied.** Upon approval applicant will be notified of Certificate of Compliance requirements, if applicable. A Certificate of Compliance is required in the following zoning districts: Gallatin Canyon/Big Sky, Hebgen Lake, Middle Cottonwood, South Gallatin, Springhill, and Zoning District #1.
- **The property owner is responsible for ensuring proper permits are obtained. Please convey all zoning-related documents to future owner(s).**

*Landowners are reminded that they may need to obtain approvals from other federal, state, or local government agencies with requirements applicable to their project. These requirements may include but are not limited to:*

- *Access or system impact approvals required by the Gallatin County Road & Bridge Department or the Montana Department of Transportation;*
- *Approvals from the local fire district pertaining to any adopted fire code;*
- *Building, plumbing, and electrical permit requirements administered by the Montana Department of Labor & Industry - Building Codes Bureau;*
- *Water rights from Montana Department of Natural Resource Conservation; or*
- *A General Permit for Storm Water Discharges Associated with Construction Activity from Montana Department of Environmental Quality.*

*Landowners are also reminded to check their covenants and consult with their Homeowners' Association concerning any necessary approvals*

Permit # \_\_\_\_\_



# GALLATIN COUNTY

## Land Use Permit Application Form

1. **Property Owner:** \_\_\_\_\_

2. **Site Address:** \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Subdivision / COS # / Deed Reference: \_\_\_\_\_

Block: \_\_\_\_\_ Lot / Tract / Parcel: \_\_\_\_\_

DOR# 06 \_\_\_\_\_  
(2) (4) (2) (1) (2) (2) (4)

Lot area: \_\_\_\_\_ acres, or \_\_\_\_\_ sq. ft.

3. **Zoning District:** \_\_\_\_\_ **Sub-District:** \_\_\_\_\_

*example: RR, AS, MI, etc.*

### 4. Structure(s) Proposed:

a. Description of project *(eg. new single family residential, commercial, addition on existing structure, industrial, etc):*

\_\_\_\_\_

b. Number of bedrooms: \_\_\_\_\_ g. Foundation type: \_\_\_\_\_

c. Height: \_\_\_\_\_ h. Pitch of main roof: \_\_\_\_\_  
*(ensure elevation drawings are labeled)*

**FOR OFFICE USE ONLY**  
Max. Allowed Height

d. Square feet of living space: \_\_\_\_\_ i. Total square feet: \_\_\_\_\_  
*(including garage and any unfinished spaces)*

e. Estimated market value of construction: \_\_\_\_\_

f. Area of proposed building footprint: \_\_\_\_\_ sq. ft.

**FOR OFFICE USE ONLY**  
% Lot Coverage

### 5. Existing structures on property? Yes (Complete #6a.) No

a. Description of other structures on this parcel and proof of permits or documentation of year built:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Setbacks**

	<b>Minimum</b> <i>(as required by zoning regulation, not covenants)</i>	<b>FOR OFFICE USE ONLY</b>	<b>Actual</b> <i>(as shown on site plan and as physically staked)</i>	<b>FOR OFFICE USE ONLY</b>
Front property line				
Rear property line				
Side property line				
Side property line				
Stream high water mark				
Irrigation ditch				

**7. Septic/sewer system** *(complete one)*

- No septic/sewer connection needed *(because structure is unplumbed)*
  - Proposed new structure or addition is approved by City-County Health Department.  
*(must be approved **before** submitting this application, and a copy must be provided)*  
Permit number: \_\_\_\_\_ Approved for: \_\_\_\_\_ bedrooms.
  - Proposed structure will be connected to a community sewer system:  
*(attach written approval to connect to community sewer system, if applicable)*
- 

**8. Floodplain** A portion of the property is located in a mapped floodplain? Yes No

*(If yes, you may be required to submit a: copy of the appropriate floodplain map; documentation from a licensed professional engineer or land surveyor showing the development activity is out of the floodplain; or a copy of the approved floodplain development permit. Please contact the Planning Department prior to submitting a Land Use Permit.)*

**9. Required attachments as described on page one of the application cover letter.**

- Elevations.
- Floor plans.
- Site plan.
- Other attachments.

**10. Preparation for inspection / before submittal of application.**

- All corners of proposed structure are clearly marked.
- All property corners are clearly marked.

*(If site visit occurs and property is not staked, a \$100 revisit fee will be charged and further review will be delayed.)*

**11. Contact Information** Please  below to identify the primary contact.

Approval documents will be emailed to the property owner and the identified primary contact, if noted.

**Property owner** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

**Builder** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

**Architect** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

**—AGREEMENT—**

By signing below, the above named property owner or their authorized agent hereby certifies that the information submitted in this application is true and correct; and that the proposed work shall be done in accordance with the approved plans and specifications and in compliance with the requirements of the applicable zoning regulation.

\_\_\_\_\_  
*Property Owner or Authorized Representative Signature*

\_\_\_\_\_  
*Date*

**FOR OFFICE USE ONLY**

**Gallatin County Planning Department**

Approved Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Expiration Date of LUP: \_\_\_\_\_

Certificate of Compliance required:  Yes  No

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_