



## Building for Lease or Rent

### Application

#### 1. Property Information

Address: \_\_\_\_\_ Subdivision/COS: \_\_\_\_\_  
 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Land area (acres or square feet): \_\_\_\_\_  
 Other legal description: \_\_\_\_\_  
 Geocode/DOR# : 06 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Sub-district: \_\_\_\_\_  
 General location: \_\_\_\_\_

#### 2. Project Information

Number of buildings<sup>1</sup> \_\_\_\_\_  
 Proposed use of buildings<sup>1</sup> \_\_\_\_\_  
 Fire District \_\_\_\_\_  
 School District \_\_\_\_\_

Is the application submittal in response to a letter from the compliance department?

- YES
- NO

Is there a Conditional Use Permit (CUP) or Variance which authorizes the use, existence, or layout of any of the proposed Buildings for Lease or Rent?

- YES, please list the permit number(s) (e.g., Z2024-444) \_\_\_\_\_
- NO, skip to item 5

Have all applicable CUP and/or variance conditions of approval been met?

- YES, include documentation, describe how conditions have been met in application narrative
- NO, include a narrative explaining why

#### 3. Application Requirements *If any of the below requirements is not applicable to the project, please explain why in the narrative portion of the application*

- A copy of the deed or other legal description of the real property

<sup>1</sup> A "Building" as defined in Section 76-8-101(1), Mont. Code Ann., is a structure or a unit of a structure with a roof supported by columns or walls for the permanent or temporary housing or enclosure of persons or property or for the operation of a business. Except as provided in Section 76-3-103(15), Mont. Code Ann., the term includes a recreational camping vehicle, mobile home, or cell tower. The term does not include a condominium or townhome.

- Evidence of the applicant's title and interest in the land for which the application is being made, or a letter from the landowner authorizing the application
- A title report from a licensed title abstractor or title company showing the names of the owners of record of land and the names of any lien holders or claimants of record against the land (must not be over 90 days old at the time of application submittal)
- A certified list of adjoining property owners (*see following pages*)
- One** set of mailing labels for each adjoining property owner on labels smaller than 1" x 2-5/8" (similar to Avery 5160 or 30 per sheet)

A site plan with the following required elements:

- North arrow and scale bar (minimum scale of 1:20)
- Property boundaries
- Existing and proposed onsite and adjacent offsite streets, roads and easements that will serve the buildings
- Existing and proposed access to the property
- Pertinent geographic features of the property, including but not limited to any significant topographical features and designated floodplain

Where the slope is:

under 10%  
 between 10% and 15%  
 between 15% and 25%  
 25% or greater



Contour shall be:

2 feet (or 5 feet if all lots are over one acre in size)  
 5 feet  
 10 feet  
 a reasonable contour for the lot sizes

for floodplains where a base flood elevations are available, the floodplain shall be depicted according to where the base flood elevation intersects surveyed ground elevations

- Location of existing and proposed water, wastewater and solid waste facilities serving the subject property, including all existing septic tanks, drainfields, and wells
- The location of existing and proposed Buildings or structures on the subject property

A detailed narrative that, for all existing and proposed buildings, describes:

- Use of buildings and their location on the subject property
- Approximate floor area and ground coverage
- Proposed water, wastewater, and solid waste disposal facilities
- Emergency medical, fire, and law enforcement services available
- Existing and proposed access to the site, as well as the onsite circulation
- Assessment of the potential significant impacts on the surrounding physical environment or human population because of the proposal
- Description of any proposed mitigation measures to avoid or minimize anticipated impacts

If review is required by Title 76, chapter 4, Mont. Code Ann., include verification that a copy of the application and supporting documentation was provided to the Montana Department of Environmental Quality or Local Reviewing Authority

If review is required by Title 50, Mont. Code Ann., verification that a copy of the application and supporting documentation was provided to the Gallatin City-County Health Department

- A copy of approved Weed Management Plan from the Gallatin County Weed District
- Application fee, checks can be made payable to "Gallatin County Planning Department"

**Submittal**

- Organize and compile all of the materials above into **one hard copy** submittal (in a binder or packet) and deliver to the Planning Department in person or by mail
- Email **one digital copy** of the application to [Planning@gallatin.mt.gov](mailto:Planning@gallatin.mt.gov)

**Please note:** After an initial review for completeness, Planning staff will reach out with the number of additional hard copies of the application needed for the County Commission hearing.

**Property Owner**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant/Representative** *(if different than property owner)*

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**AGREEMENT**

By signing this agreement, any authorized agent or representative hereby certifies they have permission from the property owner to sign on their behalf. Additionally, the property owner and/or 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 in compliance with the requirements of the applicable zoning regulation.

\_\_\_\_\_  
 Property owner or authorized representative signature

\_\_\_\_\_  
 Date



## Certification of Adjacent Property Owners

I, \_\_\_\_\_, applicant for the attached proposal, hereby certify that:

- To the best of my knowledge, the attached list includes all property owners and purchasers under contract for property that is adjacent to the property where the application is proposed. **Note: Adjacency includes property located across the road/highway, watercourses, ditches, etc. as well as “kitty corner.” If an adjacent road is owned in fee title, please include the owner of the road on property owner list.**
- 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.

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Signature

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Date

**Adjacent Property Owners**

List property owners according to the certification listed on the previous page and include the appropriate fee per property according to the [Planning Department Fee Schedule](#). Only one fee is required for multiple adjacent parcels owned by the same person or entity. If adjacent road is a state highway, please include Montana Department of Transportation in property owners list.

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