

## Conditional Use Permit 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 (*Zoning Designation*): \_\_\_\_\_

General location: \_\_\_\_\_

### 2. Brief Summary of CUP Request:

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

### 3. Covenants/Deeds Are there County-required covenants or deed restrictions on the property that are relevant to the permit request?

YES, *include documentation and address restrictions in cover letter*

NO

### 4. Attachments, *see CUP application information and instructions*

Cover letter which addresses the CUP review criteria and explains the request

Site plan, floor plans, elevations if relevant to the request

Certified mail fees

Certified mail labels (3 per address)

Digital submittal emailed 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 public hearing(s).

**5. Contact Information**

**Property Owner**

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

**Representative/Applicant, if different than property owner**

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

**AGREEMENT**

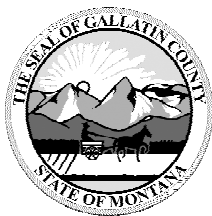
The property owner and/or authorized agent hereby certifies that the information submitted in this application is true and correct and understand that application fees are nonrefundable.

\_\_\_\_\_  
Property owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/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>			