



Gallatin County

Department of Planning & Community Development

SCHEDULE OF FEES

March 1, 2024

[Administrative Fees](#)
[Building For Lease or Rent Fees](#)
[Floodplain Fees](#)

[Subdivision Fees](#)
[Zoning Fees](#)

ADMINISTRATIVE FEES	
<u>Request Type:</u>	<u>Fee:</u>
Administrative Determination ¹	\$450
Appeal (zoning, subdivision, floodplain, etc.)	\$450
Variance from Gallatin County Transportation Design and Construction Standards ² (per variance)	\$600
Noticing Fee (when necessary to re-notice due to action by applicant)	\$45
Certified Mail	\$10 per address
Copies & Scans	\$0.25 per page
Public Records Request	See County Commission Resolution No. 2019-149. Copy fees apply.
Administrative Notes: ¹ The administrative determination fee category covers a wide range of processes under the County's various land use regulations where staff is required to analyze a request and make a specific determination. Examples include non-conforming determinations and administrative extensions of CUPs under zoning regulations, and material change determinations under Subdivision Regulations. ² Applies only when variances from the Gallatin County Transportation Design and Construction Standards are being processed by Planning Department as part of a development application	

[Return to Top of Document](#)

BUILDING FOR LEASE OR RENT APPLICATIONS	
<u>Request Type:</u>	<u>Fee:</u>
Building for Lease or Rent Review Minor (5 or fewer Buildings ¹)	\$550

Building for Lease or Rent Review Major (6 or more Buildings¹)	\$550 +\$45 per Building ¹
Amendment to an approved BLR	\$450
Certificate of Compliance	\$400
Certificate of Exemption	\$400
IMPROVEMENTS AGREEMENTS	
Improvements Agreement	\$600
Improvements Agreement Partial Reduction	\$400
Improvements Agreement Extensions	\$400
<p>BLR Notes: ¹ "Building" means 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 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.</p>	

[Return to Top of Document](#)

FLOODPLAIN APPLICATION FEE SCHEDULE	
Request Type:	Fee:
Small-Scale Project	\$450
Substantial Project	\$850
"After the Fact" Floodplain Application	2 x FP fee
Extension to Floodplain Permit	\$100
Floodplain Map Revision (LOMA or LOMR)	No Charge
Variance	\$1,050 + Certified Mail ¹
<p>Floodplain Notes: ¹ Consult the Planning Department's Administrative Fee Schedule for Certified Mail costs.</p>	

[Return to Top of Document](#)

SUBDIVISION APPLICATION FEE SCHEDULE			
Request Type:	Planning Department Fee:	Certified Mail Fee³:	Fire Protection Review Fee⁵:
PRE-APPLICATION			
Pre-application Review – Major, Minor, Subsequent Minor	\$600		\$100 ⁵
PRELIMINARY PLAT			
Preliminary Plat Review – First Minor	\$1,510		\$300 ⁵
Preliminary Plat Review – Major or Subsequent Minor	\$4,030 + \$100 per unit	required	\$500 + \$10 per unit ^{1,5}
Phased Subdivision - master plan review (in addition to preliminary plat review fees)	\$1,000		
Phased Subdivision - phase commencement review	\$1,510	required	\$300 ⁵
Variance – Subdivision (per variance⁶)	\$600	required ³	
Subdivision PUD (in addition to preliminary plat review fees)	\$600 + \$200 per waiver		
Extension of Preliminary Plat Approval	\$450		
Change of Preliminary Plat Conditions – Simple	\$450	required	\$200 ⁵
Change of Preliminary Plat Conditions – Complex (primary access, phasing or bonding)	\$650	required	\$200 ⁵
Waiver from Flood Study/Flood Hazard Evaluation	\$600		
FINAL PLAT			
Final Plat Review – Minor	\$600		\$100 ⁵
Final Plat Review – Major or Subsequent Minor	\$600 + \$100 per unit		\$150 ⁵
Final Plat Amendment 12.e.2 (other than subsequent subdivision)	\$450	required	
Vacation of Recorded Plat (other than subsequent subdivision)	\$450	required	

IMPROVEMENTS AGREEMENTS			
Improvements Agreement	\$600		
Improvements Agreement – Partial Reduction	\$400		
Improvements Agreement – Extension	\$400		
EXEMPTIONS			
Application for Subdivision Exemption Claim	\$400		
CONDOMINIUM DECLARATION			
Examination of Condominium Declaration	\$200		
FIRE REVIEW			
Fire Protection Water Supply Testing (Payment Required at Final Plat ⁴)			\$300 + \$10 per hydrant ⁵
Fire Sprinkler System Plan Review & Testing (Payment Required at Final Plat ⁴)			\$200 per system ⁵
OTHER SUBDIVISION RELATED FEES			
Claim of Inaccurate or Incomplete Information (per the Administrative Provisions of the Gallatin County Subdivision Regulations)	\$400	required	
Material Change Determination (applies to Material change determination requests after a preliminary plat application has been deemed sufficient, or between preliminary and final plat approval)	see "Administrative Determination" fee on Administrative Fee Schedule		
Subdivision Notes:			
¹ A "unit" is described as a residential dwelling unit, residential lot, a commercial lot, a condominium, a townhouse, an individual recreational vehicle parking site or a mobile home "lot". ² Consult the Planning Department's Administrative Fee Schedule for Certified Mail costs. ³ Certified Mail is not required for variances associated with first minor subdivisions. ⁴ Fees for Fire Protection Water Supply Testing and Fire Sprinkler Plan Review & Testing are required only where the subdivider chooses to have a Fire District or Fire Service perform the required testing and/or review instead of contracting with a professional engineer ⁵ Fire protection review fees must be paid via a separate check			

[Return to Top of Document](#)

ZONING APPLICATION FEE SCHEDULE		
<u>Request Type:</u>	<u>Fee:</u>	<u>Certified Mail³:</u>
LAND USE PERMITS		
Land Use Permit (LUP) Minor (Including but not limited to: fences, decks, patios, agricultural structures, and other minor structures where defined per zoning regulation)	\$150	
Land Use Permit (LUP) Standard (Residential and Accessory structures defined by zoning that require permitting)	The greater of \$400 or 1/4 of one percent (0.0025) of the market value ¹ of construction, excluding land cost. Maximum fee is \$5,000	
Land Use Permit (LUP) Major (Multi-Family, Commercial, Institutional, Industrial land use permit - includes relevant Site Plan Review)	The greater of \$400 or 1/4 of one percent (0.0025) of the market value ¹ of construction, excluding land cost. Maximum fee is \$25,000	
Land Use Permit (LUP) After the Fact (Structures on which construction has commenced, including but not limited to pouring concrete, prior to obtaining a land use permit)	Double the base Land Use Permit fee	
Land Use Permit (LUP) Revisit (if a second or subsequent site visit is required due to the actions of an applicant)	\$200 per site visit	
Land Use Permit (LUP) Modification (Modifications to a LUP that are deemed by the Planning Director to not require a new submittal (e.g. does not increase the exterior dimensions or change location of approved structure). (LUP Revisit fee may apply.)	\$100	

CHANGE OF USE PERMITS		
Change of Use Permit (Change of Use of existing commercial, industrial, or mixed-use building)	\$200	
TEMPORARY USE PERMITS		
Temporary Use Permits (to authorize a temporary use of land or temporary structure when allowed under zoning regulations. Unless otherwise allowed by the applicable zoning regulations, such approval shall not exceed 30 days and is limited to a one-time 30-day extension.)	\$200	
SIGN PERMITS		
Sign Permit	\$100	
Master Sign Plan	\$400	
CONDITIONAL USE PERMITS		
Conditional Use Permit (CUP) Minor (Including but not limited to: guest houses, caretaker's houses, home occupations, community residential facilities and other accessory structures. Fee also applies to modifications to approved CUPs.)	\$850	Required ³
Conditional Use Permit (CUP) Standard (Conditional Use defined by zoning regulations. Fee also applies to modifications to approved CUPs.)	\$1,250	Required ³
Conditional Use Permit (CUP) Natural Resources (Conditional Use defined by zoning regulations for natural resources including mining operations, concrete and batch asphalt)	\$18,800	Required ³
Conditional Use Permit (CUP) Planned Unit Development Pre-app Review (Planned Unit Development (PUD) as permitted by the zoning regulations, preliminary review of the project prior to submittal.)	\$600	Required ³
Conditional Use Permit (CUP) Planned Unit Development Main Review (Planned Unit Development (PUD) as permitted by the zoning regulations, preliminary review of the project prior to submittal.)	\$4,030 + \$100 per unit or lot	Required ³

CLUSTER REVIEW		
Cluster Development (Per the Gallatin Canyon / Big Sky Zoning District. If density bonus used application is processed as a Standard CUP)	\$840	Required ³
VARIANCE REVIEW		
Variance Review (per variance)	\$1,250	Required ³
AMENDMENTS		
Growth Policy Text Amendment	\$6,270 ⁵	
Growth Policy Map Amendment	\$6,270 ⁵	Required ³
Neighborhood Plan Amendment	\$1,510 ⁵	
Zoning Text Amendment	\$2,460 ⁵	
Zoning Map Amendment	\$2,460 ⁵	Required ³
IMPROVEMENTS AGREEMENTS		
Improvements Agreement	\$600	
Improvements Agreement Partial Reduction	\$400	
Improvements Agreement Extensions	\$400	
OTHER		
Interpretation of Use Classification	\$850	
Home Occupation Written Approval (where written approval of a Home Occupation is required, excluding those requiring a CUP).	\$100	
<p>Zoning Notes:</p> <p>¹ "Market value" is the cost of a building in the current local market considering factors such as labor, materials, any additional expenses, and profit. Applicants may want to use comparable sales of similar properties in the vicinity to assess and determine the market value. <u>Land costs are excluded.</u> Market value for residential, commercial, and industrial construction is assumed to be a minimum of \$200 per square foot of finished space. Unfinished space is assumed to be \$100 per square foot. Applicants are welcome to submit supporting documentation to support lower estimates for market value of proposed structures.</p> <p>² A "unit" is described as a residential dwelling unit, residential lot, a commercial lot, a condominium, a townhouse, an individual recreational vehicle parking site or a mobile home "lot".</p> <p>³ Consult the Planning Department's Administrative Fee Schedule for Certified Mail costs.</p> <p>⁴ Applies where zoning regulations specify submittal requirements and notice/review provisions for natural resource related CUPs (not including CUP applications for oil & gas, which are covered under a separate fee). This category also applies to operations that mine sand and gravel or operations that mix concrete or batch asphalt. Please be advised that additional notice requirements may apply.</p> <p>⁵ Fee applies to amendments that are not County initiated.</p>		