

## Variance 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-distict: \_\_\_\_\_  
 General location: \_\_\_\_\_

### 2. Brief Summary of the Request:

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

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

- YES, *include documentation and address restrictions in cover letter*
- NO

### 4. Attachments, see variance application information and instructions

- Cover letter which addresses the variance hardship criteria and explains the request
- Site plan, floor plans, elevations if relevant to variance request
- Application and 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**

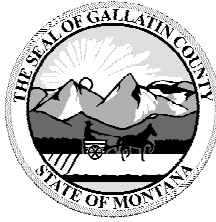
The property owner and/or authorized agent hereby certifies that the information submitted in this application is true and correct and understand that application fees are nonrefundable.

\_\_\_\_\_  
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.

---

Signature

---

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>			