



ID# _____

Property Information Request Form

Please note that the GIS Department and the Gallatin County Health Department may require a completed copy of this form prior to issuing an address, license, or permit. Please discuss your proposed project with the Health Department (406) 582-3120, County Road and Bridge Department (406) 582-3250 and State Building Codes Bureau (406) 841-2069 to learn about other approvals that may be necessary for your project.

Requester Name _____ Phone _____ Email _____
Mailing Address _____
Landowner Name _____ Phone _____
Address (if existing) / Road Name Site _____ Geocode 06- _____
Subdivision/COS# _____ Lot/Tract/Parcel _____ Block _____
Legal Description _____ 1/4 _____ 1/4 _____ Section _____ Township _____ Range _____
Description of Existing Buildings on Property _____
Number of Structures / units / buildings proposed _____
Check Proposed Project: ☐ Single-Family ☐ Multi-Family ☐ Commercial/Industrial ☐ Mixed Use
☐ Tourist License (Vacation Rental) ☐ Septic Replacement Only ☐ Address Only ☐ Rental Units
Other (please describe) _____
Project will need: ☐ Address ☐ Septic Permit

BY SIGNING BELOW, THE ABOVE NAMED LANDOWNER OR REQUESTER HEREBY ACKNOWLEDGES THAT COMPLIANCE WITH APPLICABLE COUNTY REGULATIONS, INCLUDING BUT NOT LIMITED TO OBTAINING ANY NECESSARY PERMITS/APPROVALS PRIOR TO COMMENCING THE ACTIVITY FOR WHICH THE PERMIT/APPROVAL IS REQUIRED, IS MANDATORY AND THE RESPONSIBILITY OF THE LANDOWNER.

Landowner or Requester Signature _____

Date _____

Printed Name _____

This section to be completed by Planning Department based on regulations in effect on date is completed

A. Other Planning Jurisdiction ☐ YES – If Yes, see sections A. & C. ☐ NO – If No, see Sections B. & C.
Prior to construction, the Landowner is required to contact the jurisdiction below to determine whether the project is subject to review under Zoning, Subdivision & Platting Act or Building by Lease or Rent regulations:
☐ City of Belgrade (388-3783) ☐ Town of Manhattan (284-3235) ☐ Three Forks (285-3431)
☐ Other _____

B. Zoning
Property is located in a County zoning district and subject to zoning regulations ☐ YES ☐ NO
If “YES”, name of zoning district / subdistrict: _____
Zoning-related permits/approvals are required prior to commencing construction of project ☐ YES ☐ NO
Subdivision & Platting Act
The above project appears to require review under the Subdivision Regulations ☐ YES ☐ NO
Building by Lease or Rent
The above project appears to require review under the Building by Lease or Rent Regulations ☐ YES ☐ NO

C. Floodplain
At least a portion of the above property appears to be located in the 100-year floodplain as mapped by FEMA and is subject to the Floodplain Regulations. Landowner is advised to submit a Floodplain Information Request Form to obtain more detailed information. ☐ YES ☐ NO

Other Comments: _____

Planning Department Signature _____

Date _____

Printed Name _____

Updated: March 2023