



**Planning Department**  
201 1<sup>st</sup> Avenue East  
Kalispell, MT 59901  
Phone: (406) 758-7940  
Fax: (406) 758-7739  
[www.kalispell.com/planning](http://www.kalispell.com/planning)

**PETITION FOR ZONING MAP AMENDMENT**

NAME OF APPLICANT: \_\_\_\_\_

MAIL ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

INTEREST IN PROPERTY: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:**

A. Address of the property: \_\_\_\_\_

B. Legal Description: (Subdivision Name, Lot & Block and/or Tract Number  
(Section, Township, Range) \_\_\_\_\_

\_\_\_\_\_

(Attach sheet for metes and bounds)

C. Land in zone change (ac) \_\_\_\_\_

D. The present zoning of the above property is: \_\_\_\_\_

E. The proposed zoning of the above property is: \_\_\_\_\_

F. State the changed or changing conditions that make the proposed  
amendment necessary:

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

**HOW WILL THE PROPOSED CHANGE ACCOMPLISH THE INTENT AND PURPOSE OF:**

A. Promoting the Growth Policy

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

B. Lessening congestion in the streets and providing safe access

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

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C. Promoting safety from fire, panic and other dangers

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D. Promoting the public interest, health, comfort, convenience, safety and general welfare

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E. Preventing the overcrowding of land

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F. Avoiding undue concentration of population

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G. Facilitating the adequate provision of transportation, water, sewage, schools, parks and other public facilities

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H. Giving reasonable consideration to the character of the district

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I. Giving consideration to the peculiar suitability of the property for particular uses

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J. Protecting and conserving the value of buildings

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K. Encouraging the most appropriate use of land by assuring orderly growth

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The signing of this application signifies approval for Kalispell Planning staff to be present on the property for routine monitoring and inspection during approval process.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**APPLICATION PROCESS**

**APPLICABLE TO ALL ZONING APPLICATIONS:**

A. Pre-Application Meeting:

A discussion with the planning director or designated member of staff must precede filing of this application. Among topics to be discussed are: Growth Policy compatibility with the application, compatibility of the proposed zone change with surrounding zoning classifications, and the application procedure.

B. Completed application form.

C. Application fee per schedule, made payable to the Kalispell Planning Department.

<u>Zone Change: Base fee</u>	\$550.00
For first 80 acres of area of the request add	\$20/acre
For next 81+ acres add	\$10/acre
<u>PUD Zoning Review:</u>	
Residential (no subdivision)	\$750.00 + \$105/unit
Commercial (no subdivision)	\$950.00 + \$50/acre
Residential (with subdivision)	\$550 + \$50/ac
Commercial (with subdivision)	\$750 + \$50/ac

D. The application must be accepted as complete by the Kalispell Planning staff **thirty five (35) days prior** to the date of the planning board meeting at which it will be heard in order that requirements of state statutes and the zoning regulations may be fulfilled.

E. Application Contents:

1. Petition for zone change signed by the real property owners representing at least 65% of the land area for which the change in zoning classification is sought.
2. A map showing the location and boundaries of the property.
3. A list of the names and mailing addresses of all property owners within 150 feet of the subject property as shown on the Assessor's roll. See example below and attached notice from County Plat Room.

Assessor No   Sec-Twn-Rng   Lot/Tract No   Property Owner & Mailing Address

4. A title report of the subject property.



**Flathead County GIS**  
**800 South Main Street**  
**Kalispell, MT 59901**  
**Phone (406) 758-5540**



Fax (406) 758-5840

May 13, 2008

To: Whom it may concern  
From: Mindy Cochran, GIS Program Manager

Subject: Adjacent Property Ownership List

To obtain a certified list of property ownership, please have the appropriate agency fill out the attached form and submit it to the Flathead County GIS Department at 800 South Main Street, located on the third floor of the old Courthouse.

The search fee is \$75.00 and is due at the time of request to the GIS Department. Please make checks payable to Flathead County. Your certified list will be ready one week from the date ordered. Rush orders will be accepted at the rate of \$150.00 per list.

For orders requested by the Flathead County Planning and Zoning Department, the completed list will be sent directly to the Planning Office. Otherwise, customers may pick up the certified list in the GIS Department.

Please note that the Planning Offices also accept ownership lists searched and certified by a local title company.

# ADJACENT OWNERSHIP LIST REQUEST FORM

TO BE FILLED OUT BY THE PLANNING OFFICE, SURVEYOR OR ENGINEER

* SUBJECT PROPERTY OWNER	
* SUBJECT PROPERTY ASSESSOR #	
* SUBJECT PROPERTY LEGAL DESCRIPTION	
* SEC-TOWNSHIP-RANGE	
* BUFFER FOOTAGE	
* CONTACT PERSON	
* PHONE #	
BILLING ADDRESS	
* TODAYS DATE	
PICKUP DATE	
SUBCODE	
* PLANNER, SURVEYOR OR ENGINEER	

Fields marked with an \* are required.  
 Incomplete forms will not be accepted.  
 Allow 1 week from receipt by GIS office.

Order forms can be submitted in the GIS office, or by fax or email.  
 Fax number: 406-758-5840  
 Email address: [gis\\_ownership@flathead.mt.gov](mailto:gis_ownership@flathead.mt.gov)

Certified Ownership List - (Includes Paper Copy and Vicinity Map)	\$75.00
Certified Ownership List - Rush order - 24 to 48 hours	\$150.00