



Planning Department
201 1st Avenue East
Kalispell, MT 59901
Phone: (406) 758-7940
Fax: (406) 758-7739
www.kalispell.com/planning

PETITION FOR ANNEXATION AND INITIAL ZONING

NAME OF APPLICANT: _____

MAIL ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

INTEREST IN PROPERTY: _____

Other Parties of Interest to be Notified:

PARTIES OF INTEREST: _____

MAIL ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

INTEREST IN PROPERTY: _____

PLEASE COMPLETE THE FOLLOWING:

Address of the property: _____

Legal Description: _____
(Lot and Block of Subdivision; Tract #)

(Section, Township, Range) (Attach metes and bounds as Exhibit A)

Land in project (ac): _____

Current estimated market value _____ at 50% build out _____
at 100% build out _____.

The present zoning of the above property is: _____

The proposed zoning of the above property is: _____

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

Four horizontal lines for text entry.

The signing of this application signifies that the foregoing information is true and accurate based upon the best information available and further grants approval for Kalispell Planning staff to be present on the property for routine inspection during the annexation process.

(Applicant)

(Date)

APPLICATION PROCESS
APPLICABLE TO ALL ANNEXATION AND INITIAL ZONING APPLICATIONS

1. 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: the application procedure, compatibility and compliance with the Growth Policy, and compatibility of the proposed zoning with surrounding zoning classifications.

2. Completed application form.

3. Completed Petition to Annex and Notice of Withdrawal from Rural Fire District form, including an Exhibit A, legal description of the property.

4. A list of all property owners within 150 feet of the subject property (excluding public streets and right of ways) with mailing addresses. See example below & attached notice from County Plat Room.

<u>Assessor#</u>	<u>Sec-Twn-Rng</u>	<u>Lot/Tract No</u>	<u>Property Owner & Mailing Address</u>
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5. Annexation and Initial Zoning Fee made payable to the Kalispell Planning Department.

6. Fee Schedule:

Annexation (includes initial zoning)
\$250 plus \$20/acre

7. A bona fide legal description of the property from a recent survey, title report or deed which accurately describes the property to be annexed.



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

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