



Development Services  
 Department  
 201 1st Avenue East  
 Kalispell, MT 59901  
 Phone (406) 758-7940

**PETITION FOR ANNEXATION AND INITIAL ZONING**

**Email:** [planning@kalispell.com](mailto:planning@kalispell.com)

**Website:** [www.kalispell.com](http://www.kalispell.com)

Project Name	Property Address
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NAME OF APPLICANT	Applicant Phone
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Applicant Address	City, State, Zip
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Applicant Email Address
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*If not current owner, please attach a letter from the current owner authorizing the applicant to proceed with the application.*

OWNER OF RECORD	Owner Phone
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Owner Address	City, State, Zip
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Owner Email Address
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CONSULTANT (ARCHITECT/ENGINEER)	Phone
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Address	City, State, Zip
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Email Address
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POINT OF CONTACT FOR REVIEW COMMENTS	Phone
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Address	City, State, Zip
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Email Address
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List ALL owners (any individual or other entity with an ownership interest in the property):

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Legal Description (please attach a full legal description for the property and a copy of the most recent deed).

Before the application will be deemed to be accepted for review, our office must receive an approval of the legal description from the Flathead County Plat Room. Please submit the legal description to their office ([plat@flathead.mt.gov](mailto:plat@flathead.mt.gov)).



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1. Land In project (acres) \_\_\_\_\_

2. Current estimated market value \_\_\_\_\_

Estimated market value of proposed development at 50% build out \$ \_\_\_\_\_

Estimated market value of proposed development at 100% build out \$ \_\_\_\_\_

3. Is there a Rural Fire Dept RSID or Bond on this property?  YES  NO

If yes, remaining balance is: \$ \_\_\_\_\_

4. Present zoning of property \_\_\_\_\_

5. Proposed zoning of property \_\_\_\_\_

6. State the changed or changing conditions that make the annexation necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOW WILL THE PROPOSED ZONING DISTRICT ACCOMPLISH THE INTENT AND PURPOSE OF (attach separate sheet w/ answers):**

- a. Promoting the Growth Policy
- b. Lessening congestion in the streets and providing safe access
- c. Promoting safety from fire, panic and other dangers
- d. Promoting the public interest, health, comfort, convenience, safety and general welfare
- e. Preventing the overcrowding of land
- f. Avoiding undue concentration of population
- g. Facilitating the adequate provision of transportation, water, sewage, schools, parks and other public facilities
- h. Giving reasonable consideration to the character of the district
- i. Giving consideration to the peculiar suitability of the property for particular uses
- j. Protecting and conserving the value of buildings
- k. Encouraging the most appropriate use of land by assuring orderly growth

**I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the Kalispell City staff to be present on the property for routine monitoring and inspection during the approval and development process.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### APPLICATION PROCESS

(application must be received and accepted by the  
Kalispell Planning Department **35 days prior** to the  
Planning Board Hearing)

**A pre-application meeting with a member of the planning staff is required.**

#### Application Contents:

1. Completed application form & attachments
2. Completed Petition to Annex and Notice to Withdrawl from the Rural Fire District form (attached), including an Exhibit A, legal description of the property.
3. A bona fide legal description of the subject property and a map showing the location and boundaries of the property.  
\*Note - verify with the Flathead County Plat Room that the legal description submitted is accurate and recordable. They can be reached at (406) 758-5510.
4. Electronic copy of the application materials submitted. Either copied onto a disk or emailed to [planning@kalispell.com](mailto:planning@kalispell.com) (Please note the maximum file size to email is 20MB)
5. Application fee based on the schedule below, made payable to the City of Kalispell:

<b>Annexation</b> (includes initial zoning)	<b>\$250</b> plus \$20 per acre
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Return to:  
Aimee Brunckhorst  
Kalispell City Clerk  
P.O. Box 1997  
Kalispell, MT 59903

PETITION TO ANNEX  
AND  
NOTICE OF WITHDRAWAL FROM RURAL FIRE DISTRICT

The undersigned hereinafter referred to as Petitioner(s) respectfully petition the City Council of the City of Kalispell for annexation of the real property described below into the City of Kalispell.

The Petitioner(s) requesting City of Kalispell annexation of the property described herein and further described in Exhibit A hereby mutually agree with the City of Kalispell that immediately upon annexation of the land all City of Kalispell municipal services will be provided to the property described herein on substantially the same basis and in the same manner as such services are provided or made available to other properties within the rest of the municipality. Petitioner(s) hereby state that there is no need to prepare a Municipal Annexation Service Plan for this annexation pursuant to Section 7-2-4610, M.C.A. since the parties are in agreement as to the provision of municipal services to the property requested to be annexed.

The Petitioner(s) further herein express an intent to have the property as herein described withdrawn from the \_\_\_\_\_ Rural Fire District under the provisions of Section 7-33-2127, Montana Code Annotated; and that incorporated into this Petition to Annex is the Notice requirement pursuant to said Section; and that upon proper adoption of an ordinance or resolution of annexation by the City Council of the City of Kalispell, the property shall be detracted from said district.

In the event the property is not immediately annexed, the Petitioner(s) further agree(s) that this covenant shall run to, with, and be binding upon the title of the said real property, and shall be binding upon our heirs, assigns, successors in interest, purchasers, and any and all subsequent holders or owners of the above described property.

This City hereby agrees to allow Petitioner(s) to connect and receive the utilities from the City of Kalispell.

This City hereby agrees to allow Petitioner(s) to connect and receive all available utilities from the City of Kalispell.

\_\_\_\_\_  
Petitioner/Owner Date

\_\_\_\_\_  
Petitioner/Owner Date

**NOTE: You must attach an Exhibit A that provides a bona fide legal description of the property to be annexed.**

STATE OF MONTANA )  
 : ss  
County of Flathead County

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notary Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public, State of Montana  
Printed Name \_\_\_\_\_  
Residing at \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

STATE OF MONTANA )  
 : ss  
County of Flathead County

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, a Notary Public for the State of Montana, personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notary Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public, State of Montana  
Printed Name \_\_\_\_\_  
Residing at \_\_\_\_\_  
My Commission expires: \_\_\_\_\_