



Development Services

Department

201 1st Avenue East

Kalispell, MT 59901

Phone (406) 758-7940

**ADMINISTRATIVE CONDITIONAL USE PERMIT**

**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. Zoning District and Zoning Classification in which use is proposed:

2. Attach a site plan of the affected lot which identifies the following items:

- a. Vicinity map and surrounding land uses
b. Dimensions and shape of lot
c. Topographic features of lot
d. Size(s) and location(s) of existing buildings
e. Size(s) and location(s) of proposed buildings
f. Existing use(s) of structures and open areas
g. Proposed use(s) of structures and open areas
h. Existing and proposed landscaping, screening, fencing, open space & signage
i. Existing and proposed parking, loading, lighting & traffic circulation
j. Existing and proposed garbage collection, streets & utilities
k. Floodplain if applicable
l. Adjacent sidewalks & bike trails

3. Attach Building Elevations - (drawing of any proposed building and/or addition showing views from north, south, east and west )

4. On a separate sheet of paper, discuss the following topics relative to the proposed use (please elaborate beyond referencing materials listed above):

- a. Traffic flow and control
b. Access to and circulation within the property
c. Off-street parking and loading
d. Refuse/garbage collection and service areas
e. Utilities (water, sewer, electric, etc.)
f. Screening and buffering
g. Signs, yards and other opens spaces
h. Height, bulk and location of structures
i. Location of proposed open space uses
j. Hours and manner of operation
k. Noise, light, dust, odors, fumes, vibration, glare and heat
l. Storm drainage
m. Fire/Police

5. Attach supplemental information for proposed uses that have additional requirements (consult Planner)

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

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

### Application Contents:

1. Completed application form & attachments
2. 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.
3. 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)
4. Application fee based on the schedule below, made payable to the City of Kalispell:

Commercial	\$150
Residential	\$75

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