



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

ZONING APPEAL APPLICATION

Email: planning@kalispell.com

Website: www.kalispell.com

Any person may file an appeal when specifically aggrieved by a decision or interpretation made by the Zoning Administrator. Any such appeal must be based on the following affirmative allegations (please initial each allegation).

_____ (1) The Zoning Administrator made an error in interpretation of these regulations.

_____ (2) The erroneous interpretation specifically aggrieves me.

NAME OF APPLICANT

Applicant Phone

Applicant Address

City, State, Zip

Applicant Email Address

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

Owner Address

City, State, Zip

Owner Email Address

CONSULTANT (ARCHITECT/ENGINEER)

Phone

Address

City, State, Zip

Email Address

POINT OF CONTACT FOR REVIEW COMMENTS

Phone

Address

City, State, Zip

Email Address

List ALL owners (any individual or other entity with an ownership interest in the property):

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).



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Current Zoning: _____

Specify the decision or interpretation appealed (please include a copy of the written interpretation):

State why you believe the decision or interpretation is erroneous (attach additional page if necessary):

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in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken.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 Board of Adjustment Hearing)

Application Contents:

1. Completed application form & attachments
2. If the appeal involves a specific piece of property, please attach a dimensioned site plan, drawn to scale, showing all existing improvements (buildings, utilities, driveways and parking areas, trees, landscaping, etc.) on both the subject property and adjacent parcels. The site plan must also include adjacent right-of-ways and any easements.
3. If the appeal involves a sign or signs, that site plan must include the location of all existing and proposed signs, as well as the size (in square feet) of each such sign. Complete dimensioned drawings, drawn to scale, of the sign(s) must be submitted including height, type of sign (e.g. freestanding, wall, etc.), color, material structural supports, and electrical/lighting components.
4. Copy of the written interpretation being appealed.
5. Additional information may be necessary based on the specific issue presented.
6. 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 Clerk & Recorder that the legal description submitted is accurate and recordable. They can be reached at (406) 758-5510.
7. Electronic copy of the application materials submitted. Either copied onto a disk or emailed to planning@kalispell.com (Please note the maximum file size to email is 20MB)
8. Application fee based on the schedule below, made payable to the City of Kalispell:

Zoning Appeals

\$250
