

Instructions for Applying for a Business License

1. All business licenses must be approved by the Town Council during a Town Council Meeting where a quorum is present. Town Council meetings are regularly held at 7:00 PM on the first and third Tuesday of each month in the West Yellowstone Courtroom. **Applicants are encouraged to attend the meeting at which their application will be discussed.**
2. Business license applications must be accompanied by a parking plan **drawn to scale** on the grid which is attached to this application and must detail adequate parking according to the Off-Street Parking Ordinance, Chapter 17.42 of the West Yellowstone Municipal Code. The parking plan must show the parking and layout of the entire lot. A copy of the Off-Street Parking Ordinance is available at <http://www.codepublishing.com/MT/WestYellowstone.html>. The only exception to this rule is if there is no change of use for the property. (i.e. A new retail store replaces an existing retail store.) All parking plans must be approved by the Building Official prior to the approval of the license. If in doubt, contact the Building Official at (406) 646-7609.
3. Business license applications and parking plans must be submitted to the Town Offices no later than 5:00 PM on the Wednesday preceding the next Council meeting.
4. The fee for a basic license is \$50.00 per year. There is also an additional per-unit fee for businesses such as motels, snowmobile rentals, RV parks, etc. There is an additional fee of \$25.00 for operating a different type of business from the same location. See the Town Clerk to determine exactly what your license will cost. All licenses expire on May 31 of each year and must be renewed by July 1 of that year.
5. Most businesses, with the exception of contractors, realtors, service type businesses, etc., are required to collect a 3% resort tax on all sales and post the \$500.00 resort tax bond when they purchase their first business license. Resort tax remittances are due at the Town Offices on the 20th day of the month following the month the tax was collected. Remittance forms are available at the Town Offices.
6. For further assistance, contact the Town Offices at 646-7795, P.O. Box 1570, 10 S Faithful, West Yellowstone, MT, 59758 or by email at info@townofwestyellowstone.com.

West Yellowstone Municipal Code

17.42.090 Spaces required.

The following number of off-street parking spaces per use are required in all zoning districts:

- A. Single and multifamily, two spaces per unit (one space as required may be within the driveway area);
- B. Apartments, one and one-half spaces per unit;
- C. Rooming and boarding houses, two spaces per dwelling unit plus one space per rooming unit;
- D. Churches and chapels, one space per three and one-half church or chapel seats;
- E. Hotels and motels, one space per each room for rent;
- F. Mobile home parks, in accordance with Section 17.36.180 of this title;
- G. Snowmobile rental shops, the number derived by multiplying the total number of snowmobiles for rent times 0.3, rounded to the nearest whole number, and providing in addition at least thirty square feet of storage space for each rental snowmobile, which storage space may be provided in a separate storage structure. Space counted for parking shall not be counted as space used for storage and vice versa.

- H. Snowcoach operations, the number derived by dividing the number of rental seats by three and rounding to the nearest whole number, and providing in addition one ten-foot by twenty-foot parking space for each snowcoach, which parking space may be provided in a separate storage structure.
- I. All commercial uses, the number derived by multiplying the factor in the Parking Factor Table (Table 17.42.090) by the total square footage divided by one thousand and then figured to the nearest single decimal place: total square footage means the total usable space in the structure or business less unused basements, attics and storage areas. When a building contains multiple uses, the building official shall request the planning board to review the parking plan and make a recommendation regarding the number of parking spaces required by a new use.
- J. All uses shown with an asterisk in the Parking Factor Table (Table 17.42.090) are considered short-term uses. Short-term parking requirements are determined by multiplying the factor in the Parking Factor Table by the total square footage divided by one thousand and then figured to the nearest single decimal place. This total is then multiplied by the short-term use factor (0.2) to determine the number of parking spaces required.
- K. All industrial uses, one space per each two employees or combined employment of the largest successive shift or a factor of 1.4 times the square footage of the building in thousands (figured as shown above), whichever is greater;
- L. Theaters or playhouses of any kind, but excluding outdoor theaters or drive-ins, one space per four theater seats;
- M. Because of the existing public lands in the center of some blocks within the town, the town council may reduce the amount of parking spaces required by this chapter, if the existing public land in the center of a block is currently being used for parking, or where the council determines that the public land area can be used for parking. In making a reduction in the amount of parking spaces required, the council may require additional conditions, safeguards or improvements to the public parking area;
- N. No private parking space that removes or eliminates a public parking space may be counted or considered as a part of required off-street parking under this chapter.

Table 17.42.090 PARKING FACTOR TABLE

| USE | FACTOR |
|--|--------|
| Auto and equipment sales and rentals | 1.0 |
| Auto service, tire service, body shops, plumbing, heating and electrical shops | 4.0 |
| Bowling alley and similar entertainment enterprises | 6.5 |
| Department and clothing stores | 2.5* |
| Drive-ins | 20.0 |
| Furniture stores | 1.0* |
| General business 1. Grocery and drug stores, sporting goods, hardware and variety stores | 3.6* |
| General business 2. Motor supply, paint stores, bakeries, upholstery and mail order houses | 1.5* |
| Medical offices, clinics and hospitals | 3.8* |
| Offices, banks, utility companies, barber and beauty shops | 4.5* |
| Public eating and/or drinking establishments | 8.0* |

17.42.120 Change of use.

If the use or dimensions of a building change or if the use of a parcel of land changes and these changes result in an increase of parking demand under the parking factors in Section 17.42.090 of this chapter, the project shall be reviewed in its entirety to determine if the parking requirements are met. A site plan, showing all buildings, structures and parking spaces, drawn to scale, shall be submitted as part of the review. The town shall not issue a building permit or a business license until the requirements of this chapter concerning required off-street parking have been satisfied. (Ord. 215 §7, 2004; Ord. 188 (part), 1996; Ord. 164 (part), 1994)

Town of West Yellowstone Business License Application

Business Name: _____
Applicant: _____
Contact Person: _____
Mailing Address: _____
Physical Address of Business: _____
Phone Number: _____ Fax Number: _____
Email Address: _____ Website: _____

Signature of Property Owner of Record: _____

Subdivision: _____
Block: _____ Lot: _____

Zoning District, please mark one:

- | | |
|--|---|
| <input type="checkbox"/> B-3 Central Business District (Old Town) | <input type="checkbox"/> PUD Planned Unit Development (Grizzly Park) |
| <input type="checkbox"/> B-4 Expanded Business District (Grizzly Park) | <input type="checkbox"/> Residential Districts, Home Occupations Only (Mad Add) |
| <input type="checkbox"/> E-2 Entertainment District (Grizzly Park) | |
- New Business Transfer of Ownership
 Change of Location Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate City/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

Business License Fee: \$ _____

Resort Tax Bond: \$ _____

Total Amount Due: \$ _____

Signature of Applicant

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Approved by Town Council: _____

Date _____ Check # _____ Amount \$ _____ License # _____

SCN _____ BLP _____ STX _____ BLC _____ RDX _____

Site Plan

Business Name:

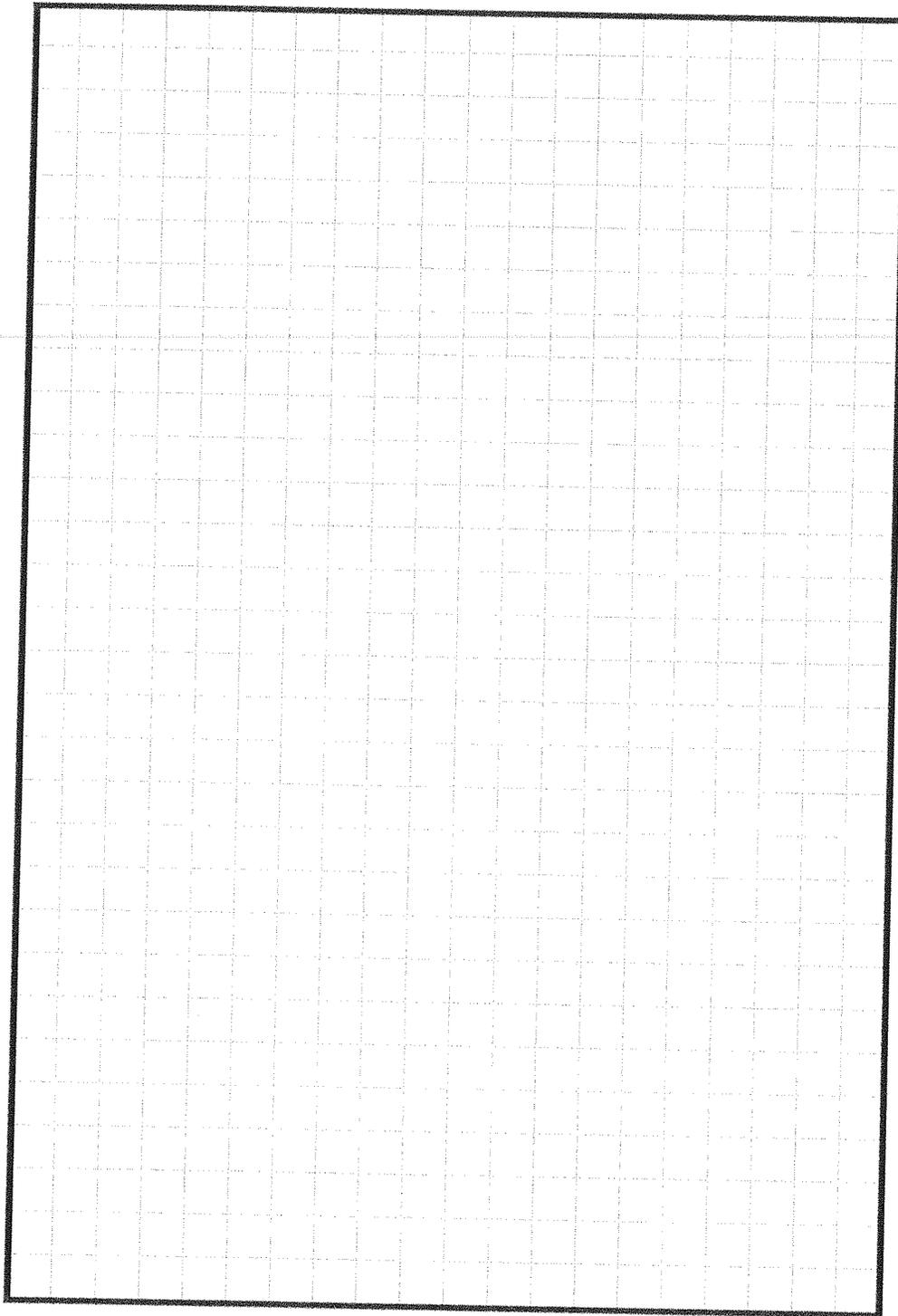
Business Owner:

Business Street Address:

Block:

Lot:

Subdivision:



Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.