



## **Zoning Permit Process**

1. Administration Department will receive all zoning applications whether commercial or residential.
2. A completed zoning application shall contain the following items:
  - a. Completed Application
  - b. Six copies of the site plans plus all documents must be provided in a digital format acceptable to the Town.
  - c. Application Fee (Residential \$70.00 and Commercial \$200.00)
  - d. Approval Letter from the Madison Addition Homeowner's Association or the Grizzly Park Architectural Committee if applicable and
  - e. If the applicant is not the owner of the property, then a notarized letter from the owner authorizing the application.
3. The Administration Department shall check to ensure that a completed application has been submitted by the applicant. The Zoning Application will be signed and dated by a member of the Administration Department staff certifying that a completed application was submitted.
4. The Administration Department will forward the zoning application packets to the Code Enforcement Officer and note the date of delivery on the application.
5. For commercial applications, which includes nightly rentals and apartments, refer to the document entitled Commercial Site Plan Review.
6. For residential applications, the Code Enforcement Officer will review these applications. If complete, the Code Enforcement Officer will issue the zoning permit. If not complete or not in conformance, the Code Enforcement Officer will work with the applicant to achieve compliance with all Town regulations and codes.
7. Once the zoning permit has been issued, the Code Enforcement Officer will coordinate issuance of residential building permits and inspections with the applicant. These permits can be obtained from the Code Compliance Officer and have their own fee schedules.
8. A copy of all submitted applications and materials will be retained and filed in the Code Enforcement Officer's office and the originals will be retained by the Administration Department.



# Application for Zoning Permit

<p><i>Town of West Yellowstone</i> 406-646-7795</p> <p>440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758</p>	<p><b>Administrative Use Only</b></p> <p>Date: _____ Accepted by: _____</p> <p>Fee: \$ _____ Cash/Check#: _____</p>
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*\*\*A zoning permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence or sign within Town limits*

*Submit this application and all required information to the Town Offices.*

*Fees shall be paid according to the current schedule - contact Town Offices for fee information.*

- 1. APPLICANT(S)/OWNER(S) OF RECORD** [owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

- 2. AGENT/REPRESENTATIVE** [list all agents to whom copies of all correspondence are to be sent]:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

- 3. LEGAL DESCRIPTION OF PROPERTY:** [the land or building that the petition is applicable to for this property owner/applicant]:

Street Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Size and Dimensions : \_\_\_\_\_ Acres/Square Feet (circle)

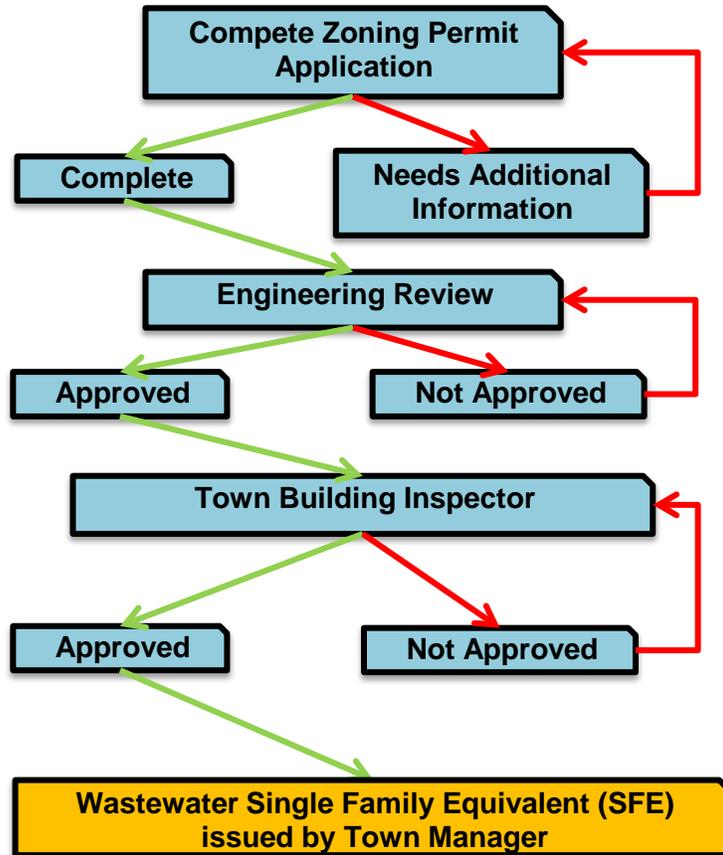
- 4. USE AND OCCUPANCY:**

What is the use of the building or property? (list all) \_\_\_\_\_  
Is this building or property mixed use? YES NO  
If more than one use, please describe: \_\_\_\_\_  
What is the occupant load? \_\_\_\_\_ Number of parking spots on site? \_\_\_\_\_  
Number of buildings (Dwelling Units): \_\_\_\_\_ Number of Bedrooms (Sleeping Units): \_\_\_\_\_





## RESIDENTIAL ZONING PERMIT APPLICATION PROCESS





## **Commercial Site Plan Review**

- 1) Code Enforcement Officer (CEO) transmits a copy of the site plan and all relevant documents (see Commercial Site Plan checklist for list), including the zoning permit application, to the Town Engineer, Town Manager, Fire Chief of Hebgen Basin Fire District, Town Planning Consultant, Local Utility Companies, and the Superintendent of Public Works. These people make up the Development Review Group (hereinafter referred to as "DRG").
- 2) The Town will submit the completed zoning permit application and associated documentation to the engineering firm for review.
- 3) Within five (5) business days, when possible, the Code Enforcement Officer will schedule a meeting with the (DRG). The meeting, when possible, will be held within ten (10) business days from the date of submission of a completed application. The applicant and/or his architect/engineer will be available by phone during the meeting to answer any questions the DRG may have.
- 4) The DRG will develop a detailed list of concerns, modifications, and questions within ten (10) business days of reviewing the application and site plan. A letter or email outlining these concerns will be sent to the applicant by the CEO. If the DRG approves the submitted site plan, it then moves to the Planning Advisory Board (See step #5);
- 5) Once any additional information required is received by the DRG, then another meeting will be held within ten (10) business days to continue the review. A site plan will not be submitted to the Planning Advisory Board without the approval of the DRG. Therefore, the DRG will repeat the above review process steps until the site plan receives their approval.
- 6) The Code Enforcement Officer will transmit the DRG-approved site plan to the Town Clerk. The Town Clerk will schedule a meeting with the Planning Advisory Board within ten (10) business days. The Town Clerk will coordinate the scheduling of the meeting, the public notification, and distribution of the site plan and materials.
- 7) The Planning Advisory Board will review the DRG-approved site plan and relevant materials. The applicant and/or their authorized representative will attend the meeting in person or via technology of the Town's choice. The Planning Advisory Board can only provide a recommendation to the Town Council. Therefore, if the PAB provides a positive recommendation, it will be transmitted to the Town Manager along with any stipulations, conditions, or relevant documentation. If the PAB cannot provide a positive recommendation, the Code Enforcement Officer will provide written notification within five (5) business days, preferably via email, to the applicant. The applicant will have to continue to work with the PAB

until their site plan receives a positive recommendation or Town staff transmits the site plan to Council with a negative recommendation.

- 8) The Town Manager will place the site plan with the PAB's recommendation on the Town Council's Agenda at the next regularly scheduled meeting. Council may take one of four actions:
  - a) Approve as presented;
  - b) Approve with conditions;
  - c) Deny; or
  - d) Table their decision until additional information is obtained.
- 9) The Town Manager will transmit the decision of Council to the Code Enforcement Officer. It is the Code Enforcement Officer's responsibility to notify the applicant of the decision and to issue a zoning permit if approval was obtained. A copy of the Zoning Permit will be sent to the State Building Inspection Department. The Code Enforcement Officer will work with the applicant to guide them through the rest of the process - including any required letters to DEQ, State Building permits, water and sewer hook-ups, and fire department inspections.
- 10) The Code Enforcement Officer will periodically contact the State to get update on the applicant's permits and inspections. Any updates will be provided to the DRG.



## COMMERCIAL ZONING PERMIT APPLICATION PROCESS



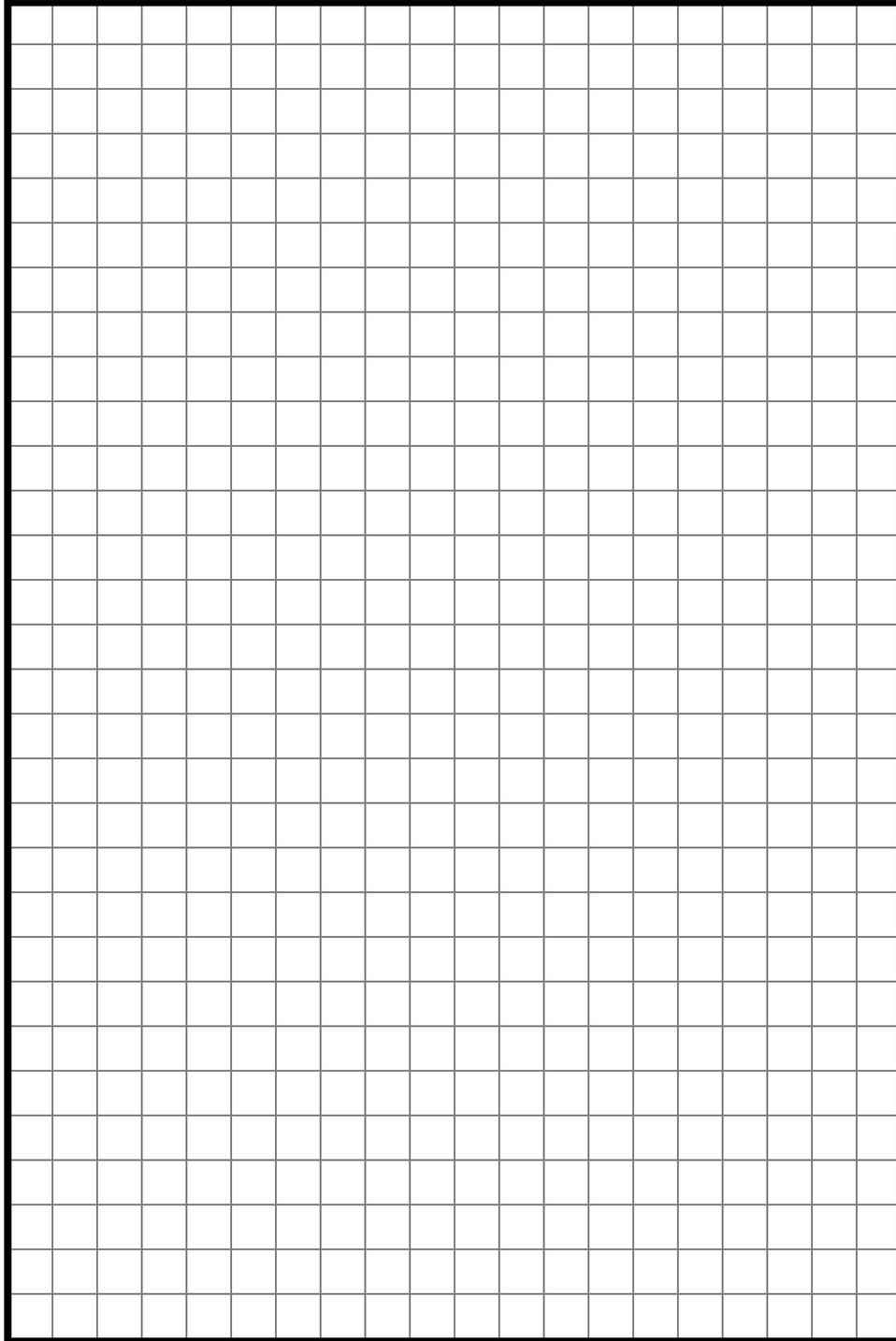
# Site Plan

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.

