



Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
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info@westyellowstone.gov

ZONING PERMIT PROCESS-COMMERCIAL

APPLICATION SUBMISSION

The Administration Department will receive all zoning permit applications. Applications may be submitted by dropping them off at Town Hall or by emailing them to info@westyellowstone.gov

APPLICATION REQUIREMENTS

A completed zoning permit application must include the following items:

- a. A completed zoning permit application form.
- b. All supporting documents provided in a digital format acceptable to the Town.
- c. The applicable application fee:

APPLICATION REVIEW FOR COMPLETENESS

The Administration Department will review the application to ensure it is complete. If the application is complete, a member of the Administration Department staff will sign and date the application certifying that a completed application has been submitted.

COMMERCIAL APPLICATIONS

Commercial applications will be reviewed by the Town and professional consultants.

For commercial applications, including nightly rentals and apartment developments, please refer to the attached document titled "**Commercial Site Plan Review.**" This document outlines the additional requirements and materials needed for commercial project review.

The DRG typically meets on the first and third Thursday of each month at 11:00am at The Town Hall and virtually.

PERMITS AND INSPECTIONS

These permits are obtained through the State of Montana Department of Labor and are subject to separate fee schedules. Applicants must provide proof of state building permit and obtain a Town of West Yellowstone Business License.

RECORD RETENTION

Original documents will be retained by the Administration Department.

Projects located within a subdivision may be subject to specific covenants, conditions, or restrictions. Approval of a zoning permit by the Town does not constitute approval from the Madison Addition Homeowners Association and the Madison Addition Architectural Committee and Grizzly Park Architectural Committee. Applicants are solely responsible for obtaining any required approvals from the applicable homeowner's association or architectural committee.

Application for Zoning Permit

A Zoning Permit is required for all new construction, additions, renovations, relocation of a structure, or erection of a fence 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.

APPLICANT(S) *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: _____ Phone: _____
Mailing Address: _____ City/State/Zip: _____
Email: _____

OWNER OF RECORD *(If different from Applicant):*

Name: _____ Phone: _____
Mailing Address: _____ City/State/Zip: _____
Email: _____

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

USE AND OCCUPANCY:

What is the current 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): _____

ATTACHMENTS: *Please attach the following:*

Detailed site plan showing the lot dimensions, acreage, and location of the property lot. Include building and/or wall setbacks, building dimensions, easements, private wells and parking spaces available. A detailed description of the project which must include a legal description of the property lot upon which the construction, addition, relocation of a structure, remodel or erection of fence will take place. Additional plans may be required by the Town of West Yellowstone.

A legal survey may be required if the setbacks are in question.

If your proposed building project does not meet the requirements as set forth above, you must apply for a variance. A separate application is available from the Town Office.

Submit this completed application and accompanying documentation to the Town Office along with the application fee.

Commercial Site Plan Review

Application Review

The Administration Department will review the zoning permit application to ensure it is complete. Once determined complete, a member of the Administration Department will sign and date the application certifying that a complete application has been received. The following is a list of required plans or information required for a commercial site plan. The applicant shall submit each of the following. If the applicant feels that there are items that do not apply to their project from the list below they may explain in a narrative subject to DRG review.

- | | | | |
|----------------------------------------|--------------------------------------------|------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Drainage Plan | <input type="checkbox"/> Stormwater | <input type="checkbox"/> Emergency Access Plan | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Snow Storage | <input type="checkbox"/> Parking & Loading | <input type="checkbox"/> Trash | <input type="checkbox"/> Water/Sewer |
| <input type="checkbox"/> Lighting Plan | <input type="checkbox"/> Landscaping Plan | <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Egress and Ingress/Access |
| <input type="checkbox"/> Traffic Plan | <input type="checkbox"/> Signage | | |

DRG Distribution

The Administration Department will transmit the site plan, zoning permit application, and all required supporting documents (see Commercial Site Plan Checklist) to the Development Review Group (DRG).

Engineering & DRG Review

The Town will submit the application and materials to the Town's engineering firm for review. The Administration Department will place the project on the agenda for the next DRG meeting. The applicant and/or their architect or engineer may attend or be available by phone to answer questions.

DRG Comments

The DRG will provide a list of concerns, requested revisions, or questions. The Administration Department will send these comments to the applicant. If approved by the DRG, the project will proceed to the Planning Board.

Revisions (if required)

Any additional information or revisions requested by the DRG must be submitted to the Administration Department and will be reviewed at the next DRG meeting. This process may be repeated until DRG makes a final recommendation.

Planning Board Review

Following DRG approval, the Administration Department will forward the project to the Town Clerk to schedule Planning Board review within ten (10) business days. The Town Clerk will coordinate meeting scheduling, public notice, and distribution of materials.

Planning Board Recommendation

The Planning Board will review the project at a scheduled meeting. The applicant or their representative may attend. The Planning Board will forward a recommendation for or against to the Town Council.

Town Council Decision

The Town Council may:

- a) Approve the project;
- b) Approve with conditions;
- c) Deny the project; or
- d) Table the decision pending additional information.

Permit Issuance

The Administration Department will notify the applicant of the Council's decision and issue a zoning permit if approved. A copy will be sent to the State Building Inspection Department. The Administration Department will also assist with coordination of required state permits, DEQ documentation, water and sewer connections, and fire department inspections.