INTAKE FORM - CAPS INFORMATION DESK

COMMUNITY AND PLANNING SERVICES
200 WEST BROADWAY, MISSOULA, MT 59802
PHONE: 406.258.4657 | FAX: 406.258.3920
zoner@missoulacounty.us
www.missoulacounty.us/caps

OFFICE USE ONLY	
DESK STAFF:	DATE:
SUPERVISOR:	DATE:
CASE PLANNER:	DATE:

A. APPLICANT

Name: _____ DATE: _____

Address: _____

Phone Number: _____

Email: _____

B. SUBJECT PROPERTY

Property Owner: _____

Address: _____

Geocode: _____

Legal Description (must be complete—attach metes and bounds if necessary):

Lot: _____ Tract: _____ Township: _____

Block: _____ COS#: _____ Range: _____

Subdivision: _____ Section: _____

Size of Parcel: _____

Zoning: _____

Applicable Growth Policy/ Comprehensive Plan and Land Use Designation:

_____

Floodplain Designation: _____

C. PROJECT DESCRIPTION /QUESTIONS

Provide a description of the project (you may attach a separate page) AND/OR explain the standard/regulation you request to vary from AND/OR describe the question you have:

_____

_____

_____

_____

_____

D. ADDITIONAL INFORMATION TO ATTACH:
Note for Subdivisions: Provide the information listed in this section for a scoping meeting.
For a subdivision pre-application meeting, provide the materials listed in the Missoula County Subdivision Regulations section 7.2.

- ✓ Zoning map with site identified, if applicable
- ✓ Comprehensive plan map with site identified
- ✓ Floodplain map with site identified, if applicable
- ✓ Vicinity map showing adjacent uses with site identified
- ✓ Topographic map with site identified
- ✓ Aerial photograph with site identified, if available

E. TYPE OF SUBDIVISION MEETING REQUESTED: (Check one):

_____Scoping Meeting _____Pre-Application Meeting

F. OTHER AGENCIES TO CONTACT (Check applicable agencies):

_____ County Public Works/Building Inspection _____ County Sheriff
_____ City Development Services _____City-County Health Department
_____ County Rural Fire District _____Resource Agency

G. APPLICABLE PUBLIC PROCESS/PUBLIC BOARD (Check one):

_____ County BOA _____Buildings for Lease or Rent
_____Zoning/Rezoning _____Floodplain
_____Subdivision _____ Other
_____Major
_____Minor
_____Subdivision (For lease or rent)

H. NOTES:

_____
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