



MISSOULA COUNTY ZONING COMPLIANCE
SUBMITTAL REQUIREMENTS

ZCP Number: _____
Applied Date: _____
Review Date: _____
Issued Date: _____

NOTE: All construction and development within the jurisdiction of Missoula County on zoned land must receive a Zoning Compliance Permit before starting construction.

Most projects are required to submit:

- _____ 1 copy of site plan (scale of 1"=20' unless other scale agreed to by CAPS staff) 1
- _____ 1 copy of building elevations
- _____ 1 copy of floor plans

Single family residences on slopes less than 5% are not required to submit grading and drainage data on their site plan.

All projects proposed on slopes of 5% or greater are required to submit a site plan showing all existing and proposed development; easements; access; roads; areas of cut and fill; existing and proposed drainage; retaining walls and height; and spot elevations for the driveway at the street or property line, at the garage, and at the corners of the building.

All projects proposed on slopes over 10% are required to submit, in addition to the 5% requirements, a topographic map showing existing and proposed contours at a two (2) foot minimum interval, done by a licensed professional engineer, architect, or land surveyor. Sea level elevations are required.

Project Address: _____

Legal Description: Township: _____ Range: _____ Section: _____
Lot Number: _____ Block Number: _____
Subdivision: _____
COS Number: _____ GEO Code: _____

Property Owner: Name: _____
Address: _____
Phone Number: _____

Contractor, Architect, Engineer, or Developer:
Name: _____
Address: _____
Phone Number: _____

ZCP Sub-Type: _____ Commercial _____ Industrial _____ Single-Family Residential
_____ Multi-Family _____ Duplex _____ Garage
Other: _____

Project Description: _____

Total Area (Square Footage) of Property: _____
 Total Area (Square Footage) of Proposed Structures: _____
 Number of Proposed Structures: _____
 Total Area (Square Footage) of Existing Structures: _____
 Number of Existing Structures: _____
 Previous Use: _____

Office Use Only

Zoning District: _____
 Parking Requirements: Existing _____ Required _____ Proposed _____
 Setback Requirements: Front Yard _____ Rear Yard _____ Side Yard _____
 Height Requirements: Absolute _____ Modified _____ Hillside _____

Plan Review Approvals

I. County Public Works

Description	Date Sent by CAPS	Approved By & Date	Comments	Date Returned by CAPS
Driveway Approach				
Address				
Hillside				
Other				

II. Health Department

Description	Date Sent by CAPS	Approved By & Date	Comments	Date Returned by CAPS
Septic				
Other				

III. Floodplain/Shoreline

Description	Date Sent by CAPS	Approved By & Date	Comments	Date Returned by CAPS
Floodplain				
Shoreline				

IV. Zoning

Description	Date Received	Approved By	Comments	Date Approved
Setbacks				
Parking				
Height				
Landscaping				
Other				

Conditions: _____



ZONING COMPLIANCE PERMIT APPLICATION
MULTIFAMILY, COMMERCIAL, AND INDUSTRIAL SUBMITTAL
REQUIREMENTS

The following check list must be completed and signed by the applicant before plans can be reviewed

NOTE: Site plan, building elevations, and floor plans are required for new construction, additions, or remodels which result in a change to a building. If only an interior remodel to an existing permitted use, submit only floor plans.

Address of site _____

Legal Description Township: _____ Range: _____ Section: _____

Lot Number: _____ Block Number: _____

Subdivision: _____

COS Number: _____ GEO Code: _____

Name of Contact Person: _____ **Phone Number:** _____

Three (3) copies of the site plan containing the following information must be submitted. When a particular item is included, check where indicated. If an item does not apply, indicate by writing N/A.

**THREE SITE PLANS ARE REQUIRED FOR ALL SUBMITTALS FOR MULTIFAMILY,
COMMERCIAL AND INDUSTRIAL.**

- _____ 1. Boundaries and dimensions of property, all property corners (Property corners shall be clearly marked on the ground.)
- _____ 2. Show names of existing streets and alleys
- _____ 3. Show distance from property line to curb or edge of street
- _____ 4. Locations of existing and proposed structure; distance between all structures; distance from all structures to property lines
- _____ 5. Show dimensions and types of easements (include copy of agreement)
- _____ 6. North arrow. Clearly indicate scale (1" = 20' preferred, 1" = 50' maximum)
- _____ 7. Present uses of adjacent lots
- _____ 8. Identify present and proposed uses of all buildings (Show square footage of all buildings and breakdown of uses by square foot.)
- _____ 9. Show existing and proposed curbs, curb cuts or driveway locations, sidewalks, and entrances to structures
- _____ 10. Location, dimensions, and number of existing and proposed parking space including:
 - a. Number of spaces required and proposed
 - b. Number, type, and location of accessible spaces
 - c. Square footage of paved area
 - d. Striping and signing
- _____ 11. Exterior building elevations showing finished and existing grade; height calculations from finished grade for all exterior walls of structures; building height envelope calculations
- _____ 12. Location of loading areas, accesses and type of vehicles

- _____ 13. Show all areas to be paved including alleys; show typical pavement section
- _____ 14. Grading and drainage plan to include: (may be on separate sheet) see 3.06(p) of Resolution #76-113
 - a. Topographic map showing existing elevation of all features, including but not limited to: curbs and sidewalks, edge of asphalt and drainage structures in existing street, property corners, spot elevations throughout lot, contours on a 2 foot maximum interval (elevations must be in sea level designation)
 - b. Show proposed elevations for: critical locations in parking lots, curbing both on site and right-of-way, sidewalks, existing and finished building floor elevations, landscaping, cut and fill slopes, retaining walls
 - c. Show drainage plan including inlets or sumps, roof drainage, storm drains, etc.
 - d. Indicate plans for erosion control and drag-on mitigation during construction.
- _____ 15. Show existing and proposed landscaping for on-site and boulevard including: (may be on separate sheet) see 3.05 of Resolution #76-113
 - a. Square footage existing, proposed and required
 - b. Topography
 - c. Types of ground cover, plants, botanical and common name, tree and shrub height and size at planting
 - d. Irrigation
- _____ 16. Heights and types of fences
- _____ 17. Location and type of trash storage including screening
- _____ 18. Location and size of sewer/drain field and water lines
- _____ 19. Location of external grease interceptor and/or sand and oil separator. See Health Department if commercial.

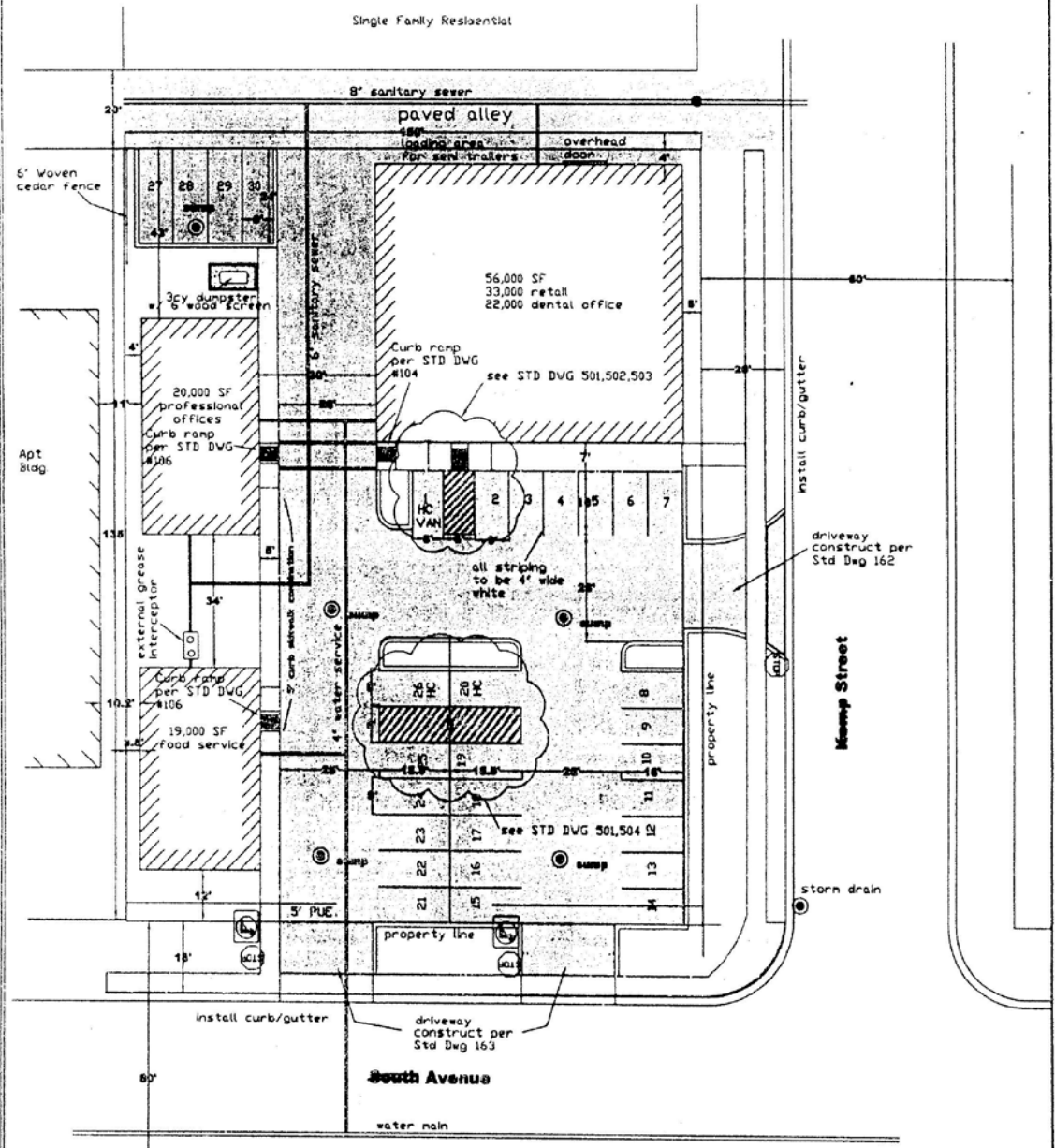
Note: Signs require a separate permit. Contact Community and Planning Services for requirements.

APPLICANTS SIGNATURE: _____ DATE: _____

Failure to complete this form and to provide all the requested information will result in the permit application being returned to the applicant for corrections.

TYPICAL NON-RESIDENTIAL SITE PLAN

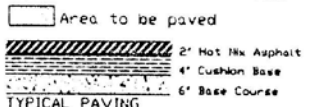
Single Family Residential



SCALE 1"=20'

2301 South Avenue
Lots 1-3 BLK 4
Daly Addition

PARKING REQUIREMENTS
 Spaces Required 28
 Spaces Proposed 30
 Accessible Parking Spaces 1 Van, 2 Auto
 Square Feet Paved Area 60,000



Note: Scale of this typical site plan does not permit the inclusion of drainage and landscaping detail as required in the building permit application.