



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
SINGLE AND TWO-FAMILY RESIDENTIAL SUBMITTAL REQUIREMENTS

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

NOTE: All building in the Jurisdiction of Missoula County on zoned property must receive a zoning compliance permit

A site plan is required for new construction, additions, or remodels which result in a change to primary functional area.

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 SINGLE AND TWO FAMILY DWELLINGS

- _____ 1. Boundaries and dimensions of property (Property corners shall be clearly marked on the ground.)
- _____ 2. Locations of existing and proposed structures and parking spaces
- _____ 3. Show names of existing streets and alleys
- _____ 4. Show distance from property line to curb or edge of street; distance between all structures; distance from all structures to property lines (all footprints must coincide with building plans)
- _____ 5. Show dimensions and types of easements. (include copy of agreement)
- _____ 6. North arrow. Clearly indicate scale (1" = 20' preferred, 1" =50' maximum)
- _____ 7. Show existing and proposed curbs, curb cuts or driveway locations, sidewalks, and entrances to structures
- _____ 8. Provide legal description and/or address of property
- _____ 9. Show drain field or sewer line location
- _____ 10. Existing and proposed on-site and required off-site landscaping, square footage area of landscaping, and height and caliper of existing and proposed trees
- _____ 11. Exterior building elevations showing finished and existing grade; height calculations from finished grade for all exterior walls of structures; building height envelope calculations

The following additional information must be included on the site plan for residential properties on which any part of the disturbed area is located on slopes 5% or greater (5' slope changes in 100')

YES_____ NO_____ Is any part of the disturbed area located on a slope 5% or greater

If you checked **NO** then stop here

If you checked **YES** then the following must be completed

- _____ 12. Grading, drainage, and erosion control 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 comers, 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 etc.
 - (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.
- _____ 13. Existing and finished ground elevations at building comers
- _____ 14. Spot elevations for: driveway at street
- _____ 15. Areas of riparian resource (vegetation etc. next to water or water ways such as gullies), and existing trees showing species and size
- _____ 16. Locations of cut and fill (use shading or crosshatch); existing and proposed drainage structures and flow lines; proposed slopes in excess of 2:1
- _____ 17. Retaining walls including height and location; existing and proposed contours of not more than a 2' (two foot) interval for the entire lot

The following additional information must be included on the site plan for residential properties on which any part of the disturbed area is located on slopes greater than 10% (10' slope changes in 100')

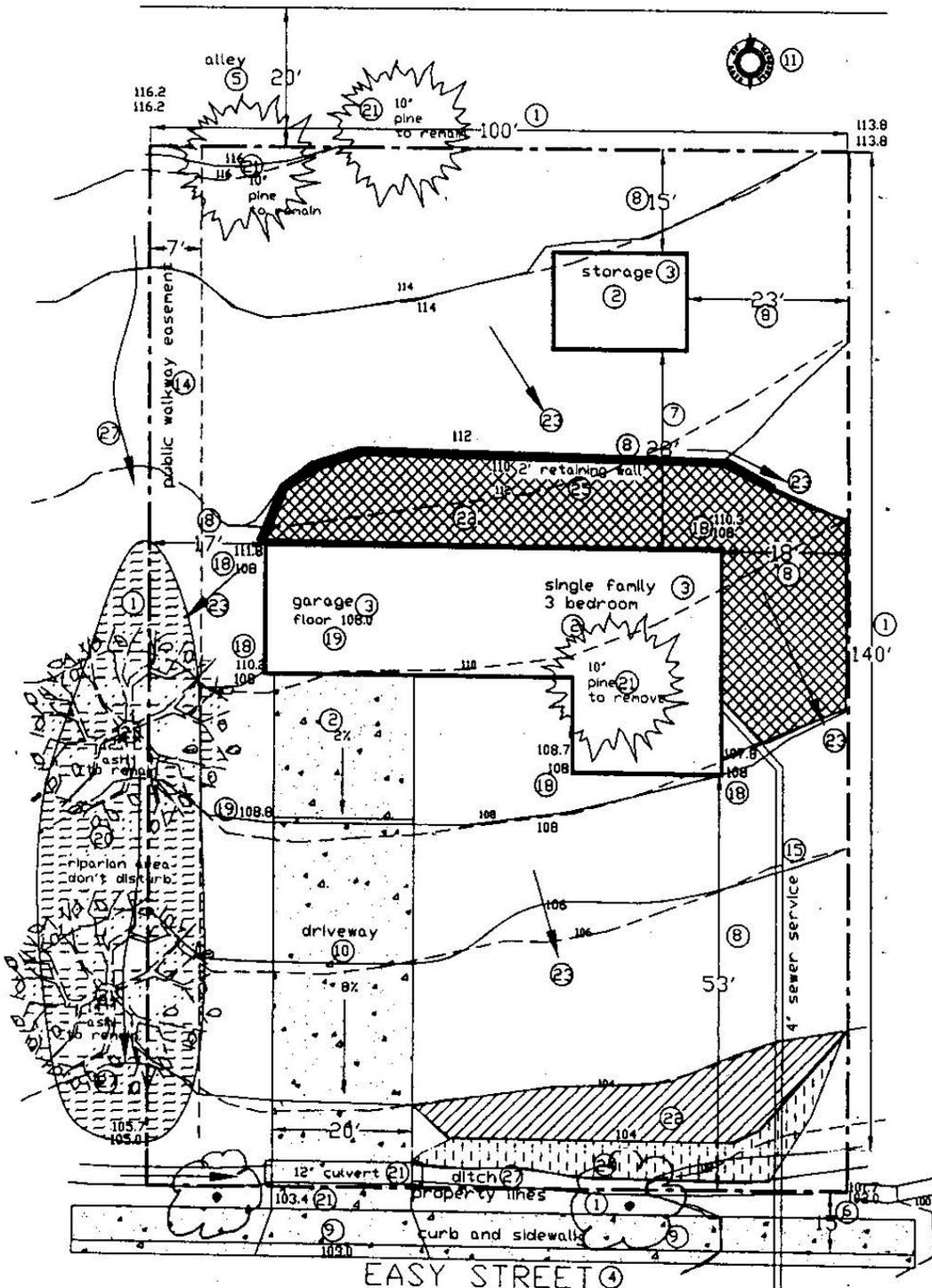
YES_____ NO_____ Is any part of the disturbed area located on a slope 10% or greater
 If you checked **NO** then stop here
 If you checked **YES** a topographic map must be prepared by a professional engineer, architect, or licensed land surveyor.

- _____ 18. Topographic map showing existing and proposed contours of not more than a 2-foot interval through the disturbed area
- _____ 19. Natural drainage courses; rock out-croppings; any geological hazards

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 RESIDENTIAL SITE PLAN



- ② 100 existing grade
- ① 101 proposed grade
- elevation must be in sea level if above 3400'
- ▨ cut
- ▩ fill
- ▭ riparian area
- ▧ slopes greater than 2:1

SCALE 1"=20' ⑫

Lot 5, blk 2
Easy Addition ⑬
100 Easy Avenue

☁ Street tree (if required)

Circled numbers correspond to number of each checklist item.