

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

Mailing Address: 200 W. Broadway
Physical Address: 127 E. Main St. Suite 2
Missoula, MT 59802-4292

P: 406.258.4642 | F: 406.258.3920
E: zoner@missoulacounty.us



Minor Waiver Application

Use this application to apply for a Minor Waiver authorized in Section 11.4.C. of the Missoula County Zoning Regulations. The fillable boxes will expand as you type.

Owner(s) of Record:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Applicant (if different than Owner):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Send correspondence to the applicant, in addition to the agent.

Authorized Representative (Agent): All correspondence is sent to Agent.

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Legal Description of Property:

Street Address: _____

Subdivision Name: _____ Tract/Lot No. _____ Block No. _____

Certificate of Survey No.: _____

Geocode or Tax ID# if no street address is available: _____

Attach metes and bounds description if necessary.

INSTRUCTIONS FOR THE MINOR WAIVER APPLICATION

1. The applicant shall request a pre-application meeting by submitting a completed [Intake Form](#) to the Planning Office.
2. After the pre-application meeting, the applicant shall submit a preliminary application and the associated fee to the Planning Office for completeness review.
3. Once the application is deemed complete, the applicant shall submit one (1) digital copy and one (1) hard copy of the final complete application and related materials.

Required Application Materials

- A. Required plan sheets will be determined at the pre-application meeting or prior to final application submittal and are dependent upon the details of the minor waiver request.
- B. An explanation for each item noted below.
 1. Proposal. Explain the proposal in detail. Provide details on the who, what, where, when, and why. Include a citation to the section of code that the minor waiver is being requested from.
 2. Meets the Regulations. Describe how the waiver will result in an overall project that meets or exceeds all other requirements of the zoning regulations.
 3. Impacts to Adjacent Property Owners. Describe any impacts and mitigation efforts that may arise or be improved with the minor waiver.
 4. Alternative Options. Describe why a minor waiver is more appropriate than a variance or an amendment to the zoning regulations.
 5. Numerical Deviations. If applicable, provide the numerical deviation and percentage deviation requested from the adopted design standard.

CERTIFICATION:

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, plans or any other information submitted, as a part of this application, to be true, complete, and accurate to the best of my knowledge.

Should any information or representation provided in connection with this application be found to be inaccurate or untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken. I also understand that, in considering an application for a Minor Waiver, the Zoning Officer may attach reasonable and appropriate conditions to ensure that any potentially injurious effect of the Minor Waiver on adjoining properties, the character of the neighborhood, the purpose and intent of the TIF Special District (if applicable), or the health, safety and general welfare of the community will be minimized.

The signing of this application signifies approval for Missoula County, its Elected Officials, Employees, Agents, and Board members to enter onto the property for the purpose of inspection and routine monitoring during the review, approval, and construction process.

X

Owner Signature(s)

Date