

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

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Part One Citizen Zoning District Variance Application

The Board of County Commissioners may authorize a variance from Part One Citizen Zoning District requirements that is not contrary to the public interest, where, owing to special conditions, literal enforcement of the regulations would result in unnecessary hardship. (MCA §76-2-106(2))

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: attach metes and bounds as necessary.

Street Address: _____

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

Certificate of Survey No.: _____

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

INSTRUCTIONS FOR THE PART ONE VARIANCE 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.
4. The complete application and all related materials must be received at least five (5) weeks prior to the scheduled meeting of the Board of County Commissioners. The applicant or agent must be present at the meeting; failure to appear is grounds for disapproval.
5. The Zoning Officer will follow notice requirements in MCA §7-1-2121 and MCA §7-1-2122; mailed notices will be sent to properties within 300' of the subject property.

Required Application Materials

- A. The following plan sheets must be included with the application, unless otherwise waived by the Planning Office. Refer to the applicable Site Plan Checklist ([General](#) or [Limited Residential](#)) for more information about these plan sheets.

- | | |
|-----------------------------|-----------------------------|
| ✓ Cover Sheet | ✓ Site Plan |
| ✓ Civil Plan | ✓ Building Design |
| ✓ Utility Plan | ✓ Landscaping Plan |
| ✓ Grading and Drainage Plan | ✓ Lighting Plan and Details |

- B. An explanation for each item noted below.

1. Proposal. Explain the proposal in detail, including the section of zoning regulations that you are requesting a variance from. Provide details on the who, what, where, when, and why.
2. Special Conditions. Explain any existing special conditions that are unique to the property, such as size, shape, topography, or location, which do not apply to other lands in the same zoning classification.
3. Unnecessary Hardship. Explain how literal enforcement of the provisions of the zoning regulations will result in unnecessary hardship that is not of the applicant's own making.

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.

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. It also signifies understanding that the Board of County Commissioners will take public testimony into consideration in their review of a Part One variance request, and the board may require conditions by which the variance request approval will be bound.

Owner Signature(s)

Date

Owner Signature(s)

Date