

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

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Adaptive Reuse Development Application

Use this application to apply for an Adaptive Reuse Development authorized in Section 9.8 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 (Attach metes and bounds description if 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 ADAPTIVE REUSE 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 adaptive reuse 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. Describe how the proposed use will or will not impact the integrity of the historic resource in accordance with the Secretary of the Interior's [Standards for the Treatment of Historic Properties](#), as applicable.
 2. **Zoning.** What zoning district is the property located in?
 3. **Intent.** Describe how the proposed adaptive reuse meets the intent of Section 9.8.A.
 4. **Eligibility.** Provide a description and evidence whether the building or project site:
 - a. Is listed on the National Register of Historic Places,
 - b. Is eligible for listing on the National Register of Historic Places, or
 - c. Otherwise embodies through function, character, or association with historically important events to Missoula County.
 5. **Use Standards.** If use standards in Chapter 5 apply to the proposed use, will all Chapter 5 standards be met? YES NO
If not, explain and provide reason(s) as to why the standards cannot be met.
 6. **Landscaping Design.** Will the proposed development comply with the landscaping standards in Section 6.4? YES NO
If not, explain and provide reason(s) as to why the landscaping design regulations cannot be met and include a minor waiver application with this request.
 7. **Density.** Is additional density being requested with the adaptive reuse of a building?
YES NO
If yes, describe the number of existing dwelling units, proposed dwelling units, and how the proposal complies with the Secretary of the Interior's Standards for the Treatment of Historic Properties, as applicable.
 8. **Setbacks.** If applicable, is the historic structure legal nonconforming with regard to setbacks? YES NO
If so, describe the nature of the legal nonconforming setback.

9. Height. Is the existing structure conforming to the height requirements of the zone?

YES NO

If not, are the proposed additions permitted according to Section 4.6.C.?

10. Parking: Is a parking reduction for the proposed use being sought? YES NO

If yes, what is the required number of parking spaces compared to the proposed number of parking spaces?

C. Adaptive Reuse Master Plan. The Adaptive Reuse Master plan shall include the following items:

1. A description of proposed uses, including densities and intensities, and their proposed location within the adaptive reuse project site;
2. A site plan showing the boundaries of the lot or project site proposed, including separate, distinct exhibits of existing conditions and proposed conditions;
3. Proposed development and design standards applicable to redevelopment within the lot or project site which meet the requirements of the Adaptive Reuse Section 9.8, Missoula County Zoning Regulations.

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 an Adaptive Reuse Development, the Zoning Officer may attach reasonable and appropriate conditions to ensure that any potentially injurious effect of the Adaptive Reuse Development 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

X

Owner Signature(s)

Date