

Zoning Variance Application

Owner(s) of Record:

Name:

Phone:

Mailing Address:

City, State, Zip Code:

Email:

Applicant or Authorized Representative (if different than Owner):

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:

INSTRUCTIONS FOR THE VARIANCE APPLICATION

1. The applicant may 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 a regularly scheduled meeting, which is held on the third (3rd) Wednesday of each month. The applicant or agent must be present at the meeting; failure to appear is grounds for disapproval.

Required Application Materials

- A. At a minimum, a site plan and building design plan must accompany your variance application as required application materials. Additional plan sheets may be required at the discretion of the Planning Office. Refer to the applicable Site Plan Checklist ([General](#) or [Limited Residential](#)) for more information about individual plan sheets.

- 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.
4. Zoning and Growth Policy Intent. Explain how granting the variance will be in harmony with the general purpose and intent of the zoning regulations and the Missoula County Growth Policy and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

5. Monetary Factors. Explain how the request for the variance is not based on monetary factors or potential economic gain.

6. Permitted Use. Use variances are not permitted. The proposed variance will not authorize a use that is not already authorized in the zoning district.

YES NO

7. Density. Density variances are not permitted. The proposed variance will not authorize additional density beyond what is allowed in the zoning district.

YES NO

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.

Owner Signature(s)

Date

Owner Signature(s)

Date