

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

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Public Agency Hearing Application

Public agencies may use this form to request a hearing at the Board of County Commissioners whenever the agency proposes to use public land contrary to local zoning regulations, per §76-2-402 MCA. The fillable text 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 PUBLIC AGENCY HEARING 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. 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 Plans and Details |
- B. Explain the proposal in detail (who/what/where/when/why) and which section(s) of the zoning regulations the public agency proposes for use contrary to the zoning regulations.

APPLICANT'S RESPONSIBILITY

Whenever an agency proposes to use public land contrary to local zoning regulations, a public hearing must be held, and the agency shall attend the public hearing.

STATUTORY AUTHORITY

A public agency hearing is established as authorized by §76-2-402 MCA. The local governing body (Board of County Commissioners) shall hold a hearing within 30 days of the date the agency gives notice to the local governing body of its intent to develop land contrary to local 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, including any future testimony given to the Board of County Commissioners, 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.

Owner Signature(s)

Date

Owner Signature(s)

Date