

Special Exception 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 of Tax ID # if no street address is available:

INSTRUCTIONS FOR THE SPECIAL EXCEPTION 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 sheet.
- B. An explanation for each item noted below:

1. The Proposal. Explain the proposal in detail, including the proposed use. Provide details on the who, what, where, when, and why.
2. Access, Traffic, and Parking Demand. Describe parking demand created by or impacted by the use, and pedestrian, bicycle, and onsite vehicular circulation. Enterprise commercial uses must abut an arterial street unless the applicant provides a traffic impact analysis that verifies the street from which the primary access will occur meets the demand of the proposed site development.
3. Dedication of Streets, Right-of-Way, and Public Use Areas. Describe any dedication and development of streets, right-of-way, and public use areas, such as sidewalks adjoining the property and the capacity to handle the use.
4. Utility Impacts. Describe the impacts on or of public and private utilities or services.

5. Site Development. Describe proposed siting of any new structures necessary to accommodate the use and their relationship to adjoining and surrounding properties.

6. Recreation. Describe any recreation opportunities and open lands available to serve the use.

7. Resource Protections. Describe natural resource and proposed protections of these resources.

8. Landscaping and Screening. Address landscaping and screening requirements outlined in Section 6.4 of the Missoula County Zoning Regulations.

9. Signage. Signage and sign lighting must conform with Chapter 8 of the Missoula County Zoning Regulations. Describe and provide separate plan sheets as applicable.

10. Offsite Impacts. Describe noise and vibration (Section 6.6, Missoula County Zoning Regulations), outdoor lighting (Section 6.4, Missoula County Zoning Regulations), and any other on and offsite impacts resulting from the use.

11. Hours of Operation. Please describe frequency of use and hours of operation of the proposed use.

12. Land Capacity and Surroundings. Describe the area of land necessary and adequacy of the site to accommodate the use and meet the intent of the district and character of the neighborhood.

13. Tax Increment Financing District. Where applicable, explain how the proposed use addresses the purpose of the TIF Special District intended to attract, retain, grow, and develop secondary value-adding industries.

14. Unique Circumstances. Please describe any other unique or relevant circumstances related to the property.

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