

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

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Appeal of Administrative Decision Application

Appeals to administrative decisions may be made by any aggrieved party to the Board of Adjustment as a quasi-judicial decision detailed in Section 11.6.B. of the Missoula County Zoning Regulations and in accordance with §76-2-226, MCA. 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:

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 APPEAL OF ADMINISTRATIVE DECISION 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 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. A letter including an explanation for each item noted below.
 1. Proposal. Explain the issue and basis for appeal in detail, including citations to Missoula County Zoning Regulations, where applicable. Provide details on the who, what, where, when, and why.
 2. Other Administrative Remedies. Provide documentation that other administrative remedies provided by the regulations have been exhausted.
 3. Written Records and Reports. Provide written record and reports documenting actions relevant to the appeal and testimony and any evidence in support of the request.

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 Adjustment, 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. An appeal stays all activities associated with the request and decision appealed from unless the Zoning Officer certifies to the Board of Adjustment after the notice of appeal has been filed and that a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order granted by a court of record.

X

Owner Signature(s)

Date

X

Owner Signature(s)

Date