File No.: _____

Variance Application

1. **Property Information:**

   Address: _____Subdivision/COS: _____
   Section: _____ Township: _____ Range: _____ Land area *(acres or square feet)*:_____
   Other legal description: _____
   Geocode/DOR# : 06 _____ - _____ - ____ - _____ - _____ - _____
   Zoning District: _____ Sub-distict:_____
   General location: _____

2. **Brief Summary of the Request:**
   _____
   _____

3. **Covenants/Deeds,** are there County-required covenants or deed restrictions on the property that are relevant to the variance request?

   ☐ YES, *include documentation and address restrictions in cover letter*
   ☐ NO

4. **Attachments,** *see variance application information and instructions*

   ☐ Cover letter which addresses the variance hardship criteria and explains the request
   ☐ Site plan, floor plans, elevations if relevant to variance request
   ☐ Application and certfied mail fees
   ☐ Certified mail labels (3 per address)
   ☐ Digital submittal emailed to planning@gallatin.mt.gov

Please note: After an initial review for completeness, Planning staff will reach out with the number of addittional hard copies of the application needed for the public hearing(s).

5. Contact Information

Property Owner

Name: _____ Email: _____
Address: _____ Phone: _____

Representative/Applicant *(If different than property owner)*

Name: _____ Email: _____
Address: _____ Phone: _____

AGREEMENT

The property owner and/or authorized agent hereby certifies that the information submitted in this application is true and correct and understand that application fees are nonrefundable.

_____ _____
Property owner signature Date

_____ _____
Applicant/representative signature Date

Certification of Adjacent Property Owners

I, _____, applicant for the attached proposal, hereby certify that:

- To the best of my knowledge, the attached list includes all property owners and purchasers under contract for property that is adjacent to the property where the application is proposed. **Note**: **Adjacency includes property located across the road/highway, watercourses, ditches, etc. as well as "kitty corner." If an adjacent road is owned in fee title, please include the owner of the road on property owner list.**

- The names on the list are from the Gallatin County Clerk and Recorder's most recent records.

- The addresses on the list are from Montana Departments of Revenue's most recent tax records, available on the internet at *http://svc.mt.gov/msl/mtcadastral*.

- I understand that an inaccurate list may delay review of the project.

_____ _____

Signature Date

Adjacent Property Owners

List property owners according to the certification listed on the previous page and include the appropriate fee per property according to the Planning Department Fee Schedule. Only one fee is required for multiple adjacent parcels owned by the same person or entity. If adjacent road is a state highway, please include Montana Department of Transportation in property owners list.

	Legal Description of Property	Property Owner's Name	Mailing Address of Property Owner from Montana Dept. of Revenue
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			