Cascade County Location/Conformance Permit Application

Cascade County Planning & GIS Department
121 4th St N, Suite 2H/I
Great Falls, MT 59401
Phone: 406-454-6905 | Fax: 406-454-6919 | www.cascadecountymt.gov

Permit No: _____
App. No.: _____-

GENERAL INFORMATION:

A Location/Conformance (L/C) Permit is required for all proposed buildings, structures, signs, land uses, and changes in land uses. L/C Permits are **not** required for non-commercial project proposals where the proposed structure or building is 200 square feet or less. L/C Permits are **not** required for "site preparation" as defined in the Cascade County Zoning Regulations (CCZR). A separate L/C Permit is required for each tract of land and for each distinct use in a project proposal.

Applications that have been submitted and deemed incomplete, been withdrawn by the Applicant, or otherwise placed on hold by the Applicant shall expire after three (3) months from the date of receipt. After an Application has expired a new Application must be obtained and submitted. Furthermore, legally issued L/C Permits shall expire one year after the date of approval if construction or the use permitted has not started. A one-time-only twelve (12) month extension may be granted by the Zoning Administrator upon request.

L/C Permit Applications require a non-refundable application fee of seventy-five dollars ($75.00). If a L/C Permit Application is applied for after the fact or construction/use starts before a permit is issued, then a non-refundable Application fee of three hundred dollars ($300.00) is required.

PROJECT INFORMATION:

Project Address							☐ **Needs an Address** *(This is an additional $25 fee)*	
Estimated Project Value ($)								
PROPERTY DESCRIPTION	Legal Description	Section		Township		Range		COS/Plat No.
		Part, Tract, Block, Lot Descriptors…						
		Subdivision						
	Parcel No.			Geocode				
	Total Parcel Area			Unit: ☐ Acres ☐ Square Feet				
APPLICANT *(Property Owner, Contractor, Business Representative, Engineer, etc. that is filling out this form)*	Name							
	Address							
	Phone No.							
	Email							
	Preferred Method of Contact							
PROPERTY OWNER *(If different from the Applicant)*	Name							
	Address							
	Phone No.							
APPLICATION TYPE	☐ New use	☐ New building/structure/foundation	☐ Sign					
	☐ Change of use	☐ Change to building/structure/foundation						
USE TYPE	☐ Single-Family Residence	☐ Accesory Building/Structure	☐ Industrial					
	☐ Duplex/2nd Dwelling	☐ Storage Facility	☐ Commercial					
	☐ Multi-Family Dwelling	☐ Marijuana Business	☐ Agricultural					
	☐ Tourist Home/B&B	☐ Natural Resource Extraction	☐ Other: _____					
STRUCTURES	Total Existing Structure Area (sq. ft.)		Number of Existing Structures					
	Total Proposed Structure Area (sq. ft.)		Number of Proposed Structures					
	Total Area of Alteration (sq. ft.)							
WATER/WASTE	Type of Wastewater Disposal		Will the proposed project be using water/wastewater? ☐ Yes ☐ No					
	Water Supply Source							
AG COVENANT	Are there any agricultural covenants on this property?		☐ Yes ☐ No					

FLOODPLAIN	Is any portion of the property in the Regulated Flood Hazard	☐ Yes ☐ No

PROJECT DESCRIPTION:

(Please explain what you plan to do)

_____

_____

_____

SUBMISSION CHECKLIST:

Location/Conformance Permit Applications shall be submitted to the Cascade County Planning Department for review. The following checklist **must be completed and signed by** the Applicant before this Application can be reviewed. All supporting permits and forms must be attached.

☐A site plan containing the following information:

- A scale not less than one inch equals one-hundred feet (1" = 100').
- Name and address of the Applicant.
- Legal description and boundary lines of the property being considered for review.
- Existing and proposed land use upon the site.
- Names of owners and existing land use on adjacent property.
- Location, size, dimensions, and uses of existing and proposed buildings and improvements.
- Location and description of existing and proposed utilities.
- Location and dimensions of curb cuts and access points.
- Location, size, dimensions, and the number of off-street parking spaces, including on-site vehicular driveways and type of surface improvements.
- Location and type of existing and proposed landscaping or buffering.
- Location, type, and height of existing and proposed fencing and screening.
- Location, type, and height of sight-obscuring improvement surrounding areas of storage for raw materials, finished products, machinery, and equipment.
- Delineate areas of RFHA boundaries (Floodplain).

☐A copy of the Subsurface Wastewater Treatment System Permit Application (attached). This is **required for** projects installing a septic system, re-utilizing a pre-existing septic system, or increasing the capacity of a pre-existing septic system on the subject property.

☐A copy of the General Permit for Small Municipal Separate Storm Sewer Systems (MS4) Permit Application (attached). This is **required for** projects that will disturb an acre or more of land.

☐A copy of the Floodplain Permit Application (attached). This is **required if** the project is in a regulated floodplain.

☐A copy of the Approach Permit Application (attached). This is **required if** the proposed approach is from a county or state road.

ATTESTATION STATEMENT AND SIGNATURE:

I hereby certify that the information given herein is true and correct to the best of my knowledge. There are no restrictions placed upon my property which would prohibit the issuance of this permit. If there are any restrictions, then this permit shall become null and void. I hereby grant permission to any Cascade County Zoning Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner : _____ **Date:** _____