SITE PLAN REVIEW APPLICATION

Zoning Department

Maureen Celander, Zoning Administrator

406.874.4024 mcelander@custercountymt.gov 1010 Main St., Ste. 2

State of Montana 76-2-201 MCA

File No. _____
(for official use only)

SITE PLAN REVIEW APPLICATION – Custer County

Date Received:

Proposals subject to site plan review:

Example: Construction or establishment of a COMMERCIAL, INDUSTRIAL, RESIDENTIAL building or use

Application Date: _____

Name of Project: _____

Location of Project/Legal Description:

_____

_____

Contacts

Property Owner Name: _____
Please print

Contact Name: _____
Please print

Address: _____

_____

Phone: _____ Cell Phone: _____ Email: _____

Applicant Name: _____ **Circle One** ☐ ☐ ☐ ☐ Architect/Builder/Engineer/Consultant
(If different from owner)

Address: _____

_____

Phone: _____ Cell Phone: _____ Email: _____

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Descriptive Data

Total area in acres: _____ Existing Zoning: _____

Existing and Proposed Use:

_____

_____

_____

Proposed Residential, Number of Units and types: _____

Commercial or Industrial Number of Buildings, Square Footage, Stories and Height of each:

_____

_____

_____

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with this application be found to be inaccurate or untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken.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 reviewing an application for a Land Use and Zoning Compliance Permit, the Zoning Officer may attach reasonable and appropriate conditions to ensure that any potentially injurious impact on the health, safety and general welfare of the community will be minimized. The signing of this application signifies approval for Custer 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, including the Final Certificate of Zoning Compliance.

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____
(If different from owner)

***Additional copies of the submittal requirements may be requested by the Zoning Administrator for presentation to the Planning Board members prior to the Public Hearing Meeting.**

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Application Requirements

The application materials required for site plan review are listed below. One digital copy of each item shall be submitted in Adobe PDF unless waived by the zoning administrator. The requisite number of paper copies, as stated on the application form, shall be submitted. Additional information may be requested at any time by the Zoning Administrator if it becomes apparent during review that a reasonable decision cannot be reached based on the existing application materials. In such cases, the review period identified in Section 8.4 is suspended until the required information is submitted.

1. Application form
2. Fee
3. Vicinity map
4. Site plan drawing at a suitable scale (example: 1 inch = 10 feet). The site plan shall include, at a minimum, the following:

    a) Name and address of applicant.

    b) Legal description and boundary lines of property being considered for review.

    c) Existing and proposed land use upon the site.

    d) Names of owners and existing land use on adjacent property.

    e) Location, size, dimensions and uses of existing and proposed buildings and improvements.

    f) Location and description of existing and proposed utilities and related easements.

    g) Location and dimensions of streets, roads and rights of ways.

    h) Location and dimensions of curb cuts and access points.

    i) Location, size, dimensions and number of off-street parking spaces, including on-site vehicular driveways and type of surface improvements.

    j) Location and type of existing and proposed landscaping or buffering.

    k) Location, type and height of existing and proposed fencing and screening.

    l) Location, type and height of sight-obscuring improvement surrounding areas of storage for raw materials, finished products, machinery and equipment.