

APPLICATION FOR CONDITIONAL USE PERMIT

City of Three Forks, P.O. Box 187, Three Forks, MT 59752

Phone/Fax: (406) 285-3431

Date _____

PLEASE READ EVERYTHING CAREFULLY AND PROVIDE EVERYTHING REQUIRED!

The undersigned hereby makes application for a Conditional Use Permit pursuant to the requirements of the City of Three Forks Zoning Code Title 11, Chapter 12.

See www.threeforksmontana.us Online Documents > Ordinance and City Codes

Name of Applicant: _____ Phone No. _____

Mailing Address of Applicant: _____

Email Address of Applicant: _____

Property Owner LEGAL Name: _____ Phone No. _____

Mailing Address of Property Owner: _____

Email Address of Property Owner: _____

Subject Property – Name of Project _____

Legal Description: Block _____ Lot(s) _____ Addition _____

Address (if available) _____

Current Zoning _____ Land Area _____ Sq. Ft., or _____ Acres

Conditional Use to consist of the following: _____

Do you have a Developer/Architect/Contractor (YES) (NO) Name and Address: _____

_____ Phone #: _____

If yes to above, Full set of construction plans required (foundation, plot, elevation, utilities, etc.)

Impact Fee Due (Yes / No) \$ _____ **Water &/or Sewer &/or Fire**

If you are adding a new service (unit), changing or adding a “use”, redevelopment or modifying an existing use or building, Impact fees may be required to be paid.

SUBMITTAL: PLEASE read Title 11, Chapter 12 of the City of Three Forks Ordinances, specifically Section 3 for what is required for submittal. All ordinances are online at www.threeforksmontana.us - Online Documents > Ordinances and City Codes, or can be obtained from City Hall. Submit all items required in the ordinance or explain why you are eliminating a requirement, ask questions if unsure about what is needed.

COMPLETE packages must be submitted to City Hall before noon on the last Friday of a month and will require 2 public hearings. The second hearing could be 5 to 7 weeks after submittal. What is needed on every submission: a Plot Plan (**drawn to scale**) including the following information: All existing and proposed structures, proposed locations of ingress and egress, off-street parking arrangement, zoning districts of surrounding property,

proposed landscaping and location of all signs plus items required in the Ordinance specific to what the CUP is requesting. The lack of any of the required information will delay this application.

IMPORTANT:

- 1) Per Zoning and Planning By-Laws Article 9 section C-6: Failure to attend public hearings will result in postponement of the hearing. You must attend in person, via zoom or have a representative attend both Zoning and Planning Hearing and City Council Hearing.
- 2) All Statements of explanation and mitigation of use, size, employees, signage, etc. presented in this application are made conditions of approval, if approved.
- 3) If there are any CHANGES to this application after the Zoning Board Hearing, that are not requested by the Zoning Board, the applicant will be required to submit a new application and fee.
- 4) Inspection Requirement
 - a. Any Conditional Use Permit approved under this title shall at all times be subject to inspection by city officials (Zoning official, City Employee, or person(s) designated by the Mayor), to insure conformity with approval and details in the application.
 - b. The business licensee and/or employees of such licensee shall at all times allow the zoning compliance officer to enter the premises for inspection of any licensed activity, if applicable.
- 5) Compliance Certificate (provided with approval letter with conditions) is required to be signed and returned within 10 days of CUP completion, certifying all conditions have been met, before opening or use.

*Permit Reviews often have professional services and/or special meetings that staff utilizes to ensure adherence to Zoning, Floodplain or Legal requirements. These are not included in the permit fee paid at time of submittal. However, Ord. #11-20-1(A) allows for the City to submit an invoice to the **applicant/property owner for the reimbursement** of reasonable expenses from professional services.

AFFIDAVIT of OWNER

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other forms, documents, plans or any other information submitted as a part of this application to be full, true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for representatives of the City of Three Forks to be present on the property for routine monitoring and inspection during the approval and development process. All work shall be done in accordance with the approved plans, and in compliance with the requirements of the City of Three Forks Zoning Ordinance, Title 11.

Property Owner's Signature

Misrepresentation of Information: Any applicant who shall swear falsely as to the contents respecting any matter in said application or who shall make any false representation in said affidavit shall be deemed guilty of perjury and shall be punished as provided by law (Ord. #11-20-5-3).

FOR OFFICIAL USE ONLY

Filing Fee (\$500) Paid _____

If this application is after-the-fact, additional fee: \$ _____

Zoning Board Hearing Date _____

Action Taken _____

City Council Hearing Date _____

Action Taken _____

Logged into City spreadsheet(s) _____