



City of Hamilton, MT

Special Use Permit Application

Office use only	
File #:	_____
Submit Date:	_____
In-take staff:	_____
Date Complete:	_____

General Information:

1. Read through submittal requirements thoroughly. **Incomplete applications will be returned.**
2. Applicants are encouraged to schedule a pre-application meeting with planning staff prior to submittal. Meetings can be arranged by emailing dpwsec@cityofhamilton.net.
3. One hard copy and one electronic copy of the application are required for review. Electronic copies can be emailed to dpwsec@cityofhamilton.net or submitted on a USB flash drive.
4. Once the application has been deemed complete and sufficient for review, the Planning Board will review the application at its next meeting. The Planning Board meets the third Monday of the month.
5. Following the Planning Board Meeting the application will be forwarded to the City Council with the Board's recommendation. Special Use Permit Applications require a public hearing before City Council.
6. General information pertaining to zoning, parcels, infrastructure, tax ID, etc. can be found on the Hamilton community planning web map at <http://www.cityofhamilton.net/living/maps>.
7. Signatures below certify that the information contained in this application is true and correct and signifies approval for City staff to be present on the property during the review and development process.

APPLICANT INFORMATION:

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

PROPERTY OWNER(S) INFORMATION: (attach additional sheets if multiple property owners)

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

REPRESENTATIVE INFORMATION:

Name: _____ Phone: _____

Address: _____

Email: _____

Signature _____ Date _____

PROJECT INFORMATION: (attach additional sheets if necessary)

Property Address: _____

Legal Description:

Parking Spaces _____ Tax ID: _____ Acres: _____ # of lots: _____ Zoning: _____

What is the Purpose of this Request?

Project Description, including current and proposed uses:

What is the project timeline?

SPECIAL USE PERMIT SITE PLAN REQUIREMENTS:

Special Use Permit Applications are required to be accompanied by a site plan displaying the following information as deemed applicable by the City of Hamilton Zoning Administrator. All maps and reports must bear the professional qualifications of the person responsible for the preparation of the map or report.

1. Parcel lines for subject property and adjacent properties
2. Building envelopes and distance to property lines
3. Location of existing and proposed utilities
4. Type and location of outdoor lighting
5. Site drainage and storm water infrastructure
6. Location of parking
7. Vehicle and pedestrian traffic circulation plan
8. Proposed site improvements
9. Open spaces and landscaping
10. Scale and north arrow
11. Adjacent streets and right-of-ways
12. Existing and proposed fencing
13. Existing and proposed easements
14. Natural and man made water features (e.g. ditches, canals, wetlands, floodplain, etc.)

SPECIAL USE PERMIT REVIEW CRITERIA:

Special use permit applications are reviewed considering the following criteria. Please address each of these criteria in a separate narrative statement attached to this application.

1. Conformance with Title 17 (Zoning) of the City of Hamilton Municipal Code;
2. Compatibility with character of surrounding area including, architectural character of neighborhood;
3. Desirability for the proposed use in the specific area of the city;
4. Potential for significant adverse environmental, fiscal, cultural and economic effects;
5. Compatibility with plans and policies of the City of Hamilton;
6. Compatibility with City of Hamilton Building and Site Design Guidelines;
7. Conformance with City of Hamilton Public Works Standards.

APPLICATION CONTENTS CHECKLIST:

Attached

Hard copy & electronic version of entire application & supplementary documents

\$300 Application fee

Site plan

A copy of the Deed or Notice of Purchaser's Interest, documenting ownership of property(s)

A copy of the plat showing the property for which the annexation is being requested

Architectural renderings of proposed building(s)
