



## City of Hamilton Annex

202 South Third Street  
Hamilton, MT 59840

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### INFORMATION ATTACHMENT FOR CONDITIONAL USE PERMIT

There is a \$200.00 non-refundable fee for each request.

Requests must be completed and submitted to the City Annex/Office of Community Development, City of Hamilton, 202 S. 3rd Street, by the 20<sup>th</sup> of the month in order to appear before the Board the following month.

The property owner or a representative must be present at the meeting. If the owner will not be present, a letter giving authorization to his/her representative must be on file. No request will be reviewed without personal representation.

The definition of a conditional use permit as described by Ordinance is:

"A use not allowed in a District as a matter of right, but which is allowed upon findings of the Board that such use is in harmony with the principal uses of the District.

Conditional use permits are given to permit uses.

#### **17.124.040: Conditional use permits.**

- A. A conditional use permit is issued for and attached to the property.
- B. A conditional use permit may be granted when allowed in the district, provided:
  - 1. It is consistent with the intent of this Title 17:
  - 2. The use is not detrimental to the health, safety, comfort or general welfare of persons residing or working in the neighborhood or the general welfare of the city; and
  - 3. Conditional use permits are issued for a specified term. (Ord. 131 (part), 1998: prior code SS 11.02.500(C)).

The Zoning Board of Adjustment conducts these public hearings. The Board meets on the fourth Monday of each month at 5:30 p.m. in the City Council chambers of City Hall., located at 223 S. 2nd Street, 2nd Floor, Hamilton, MT 59840.

There are seven members on the Board. The meeting is an informal one in which you are asked to explain your request to the Board. The Chairperson of the Board keeps order. A packet of information concerning your request is sent to the Board in advance for review (the applicant is

also sent this exact packet). The Board members may visit the site before the hearing date in order to gain familiarity with your request.

A notice of your intent will have been published in the Ravalli Republic newspaper legal notices and will be sent to the neighboring properties within 300 feet of your property, thus allowing comment, either pro or con, from the public. Due to the publication requirements set forth by State Statute, your application request, attachments as described below and the \$200 fee must be submitted by the 20<sup>th</sup> day of the month in order to be scheduled for the meeting on the 4<sup>th</sup> Monday of the next month. (All notices are prepared and sent by the City. The names and addresses of the surrounding property owners are those currently recorded in the County Clerk & Recorder's office.)

The Board usually makes its decision within one meeting. The decision may be tabled until the following month if more information is requested.

It is the Board's position that the burden of providing complete detailed information on the project falls on the applicant. Failure to provide such information will adversely affect the application.

Upon completion of the Zoning Board of Adjustment meeting, the Office of Community Development must be contacted in order to continue your project request.





# RESIDENTIAL SITE PLAN REQUIREMENTS

The following check list must be completed and sign by the applicant before plans can be reviewed

A site plan is required for new construction, additions, or remodeling which results in a significant change to a primary area.

Address or legal description of site \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

- 1. Boundary corners and dimensions of property
- 2. Locations of existing and proposed structures
- 3. Identify all current and proposed building uses
- 4. Show names of existing streets
- 5. Show alleys
- 6. Show distance from property boundary to curb or edge of street
- 7. Show distance between all structures
- 8. Show distance from all structures to the property boundaries
- 9. Show existing and proposed curbs, sidewalks, driveways, and entrances to structures
- 10. Show existing and proposed curb cuts or driveway locations
- 11. Indicate scale of drawing ( 1" = 20' preferred, 1" = 50' maximum)
- 12. North arrow required
- 13. Provide legal description and/or address of property
- 14. Show all easements and all easement dimensions
- 15. Show sewer service line or drain field location
- 16. Show existing or proposed boulevard landscaping
- 17. **All new construction projects, other than remodels, shall require a pre-construction meeting to include all utilities, Northwest Energy, Qwest, and TCI. This meeting shall occur after plan reviews are completed by the City but prior to any construction.**

The following additional information must be included on the site plan for residential properties on which any part of the disturbed area is located on slope 5% or greater.

Yes \_\_\_ No \_\_\_ Is any part of the proposed site plan located on slopes greater than 5%? If no then application is complete and no further responses are necessary.

- 17. Two site plans are included with each submittal
- 18. Existing and finished ground elevations at corners of primary structures
- 19. Spot elevations for driveway at street and finished elevation of garage
- 20. Locations of cut/fill slopes (designate cut and fill with separate hatching)
- 21. Existing and proposed drainage structures and flow lines
- 22. Proposed slopes in excess of 2:1 (show with hatching)  
If slopes are greater than 2:1; include proposed erosion control measures
- 23. Retaining wall including height

The following information must be included on the site plan for residential properties on which any part of the disturbed area is located on slopes 10% or greater.

Yes \_\_\_ No \_\_\_ Is any part of the proposed site plan located on slopes greater than 10%? If no then application is complete and no further responses are necessary.

- 24. Existing and proposed contours of not more than 2 feet intervals
- 25. Natural drainage courses (Fill N/A if none exist)

**(Complete Back Side)**

**Note: All Residential Site Plans shall be designed in accordance with the City of Hamilton Ordinances and Design Regulations and City of Hamilton Municipal Code.**

**ATTEST**

I hereby attest that all the information submitted on this application and site plan is true and accurate.

**APPLICANT'S  
SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## NON-RESIDENTIAL SITE PLAN REQUIREMENTS

The following check list must be completed and sign by the applicant before plans can be reviewed

A site plan is required for new construction, additions, or remodeling which results in a significant change to a primary area.

Address or legal description of site \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

- 1. Boundary corners and dimensions of property
- 2. Locations of existing and proposed structures
- 3. Identify all building uses; present and proposed
- 4. Show names of existing streets
- 5. Show alleys
- 6. Show distance from property boundary to curb or edge of street
- 7. Show distance between all structures (buildings)
- 8. Show distance from all structures to the property boundaries
- 9. Show existing and proposed curbs, sidewalks, driveways, and entrances to structures
- 10. Show existing and proposed curb cuts or driveway locations
- 11. Indicate scale of drawing ( 1" = 20' preferred, 1" = 50' maximum)
- 12. North arrow required
- 13. Provide legal description and/or address of property
- 14. Present uses of adjacent lots
- 15. Show all easements and all easement dimensions
- 16. Show sewer service line or drain field location
- 17. Show existing or proposed boulevard landscaping
- 18. Location, dimensions, and number of existing and proposed parking spaces including:
  - (A) Number of spaces required and proposed
  - (B) Number, type, and location of accessible spaces
  - (C) Square footage of paved area
  - (D) Striping and Signing
- 19. Location of loading areas, accesses and type of vehicles using loading areas (delivery trucks, semi trailers)
- 20. Show all areas to be paved including alleys
- 21. Grading and Drainage Plan to include the following:
  - (A) Topographic map showing existing elevation of all features including curb and sidewalks, edge of asphalt, existing and new drainage structures, property corners, new grading contours (max. 1' intervals)
  - (B) Show proposed elevations for the following: existing and finished floor elevations, sidewalks, curb and gutter on site and in right-of-way, cut and fill slopes, retaining walls, landscaping, and etc.
  - (C) Drainage plan to include inlets or sumps, storm drains, and roof drainage
  - (D) Show plans for erosion control during construction
- 22. Show existing and proposed landscaping for on-site and boulevard areas as follows:
  - (A) Topography (min. of 1' contours)
  - (B) Square footage of existing, proposed, and required landscaping
  - (C) Type and size of plants
  - (D) Type of ground cover
  - (E) Irrigation/Sprinkler system

**(Complete Back Side)**

- \_\_\_ 23. Show irrigation and drainage ditches
- \_\_\_ 24. Show accessible entrances, ramps, routes, and signing
- \_\_\_ 25. Heights and types of fences
- \_\_\_ 26. Location and type of trash storage including screening
- \_\_\_ 27. Location and size of new and/or existing water and sewer lines
- \_\_\_ 28. Location of external grease interceptor and/or sand and oil interceptor
- \_\_\_ 29. Water meter size \_\_\_\_\_ (Note here)
- \_\_\_ 30. Four (4) copies of site plan included with each submittal
- \_\_\_ 31. **All new construction projects, other than remodels, shall require a pre-construction meeting to include all utilities, Northwest Energy, Qwest, and TCI. This meeting shall occur after plan reviews are completed by the City but prior to any construction.**

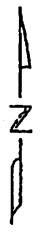
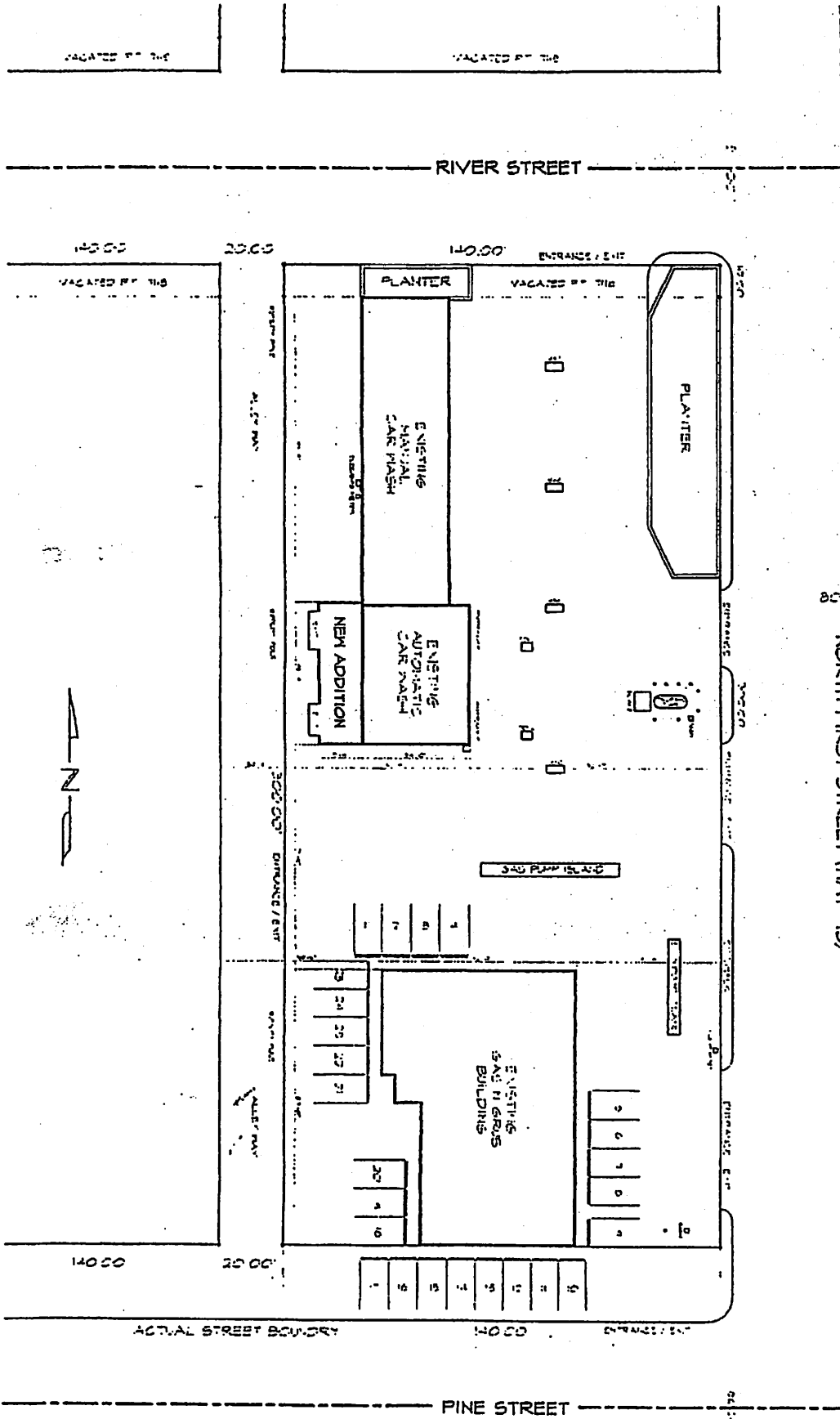
**Note: All Non - Residential Site Plans shall be designed in accordance with the City of Hamilton Ordinances and Design Regulations and City of Hamilton Municipal Code.**

**ATTEST**

I hereby attest that all the information submitted on this application and site plan is true and accurate.

**APPLICANT'S  
SIGNATURE** \_\_\_\_\_

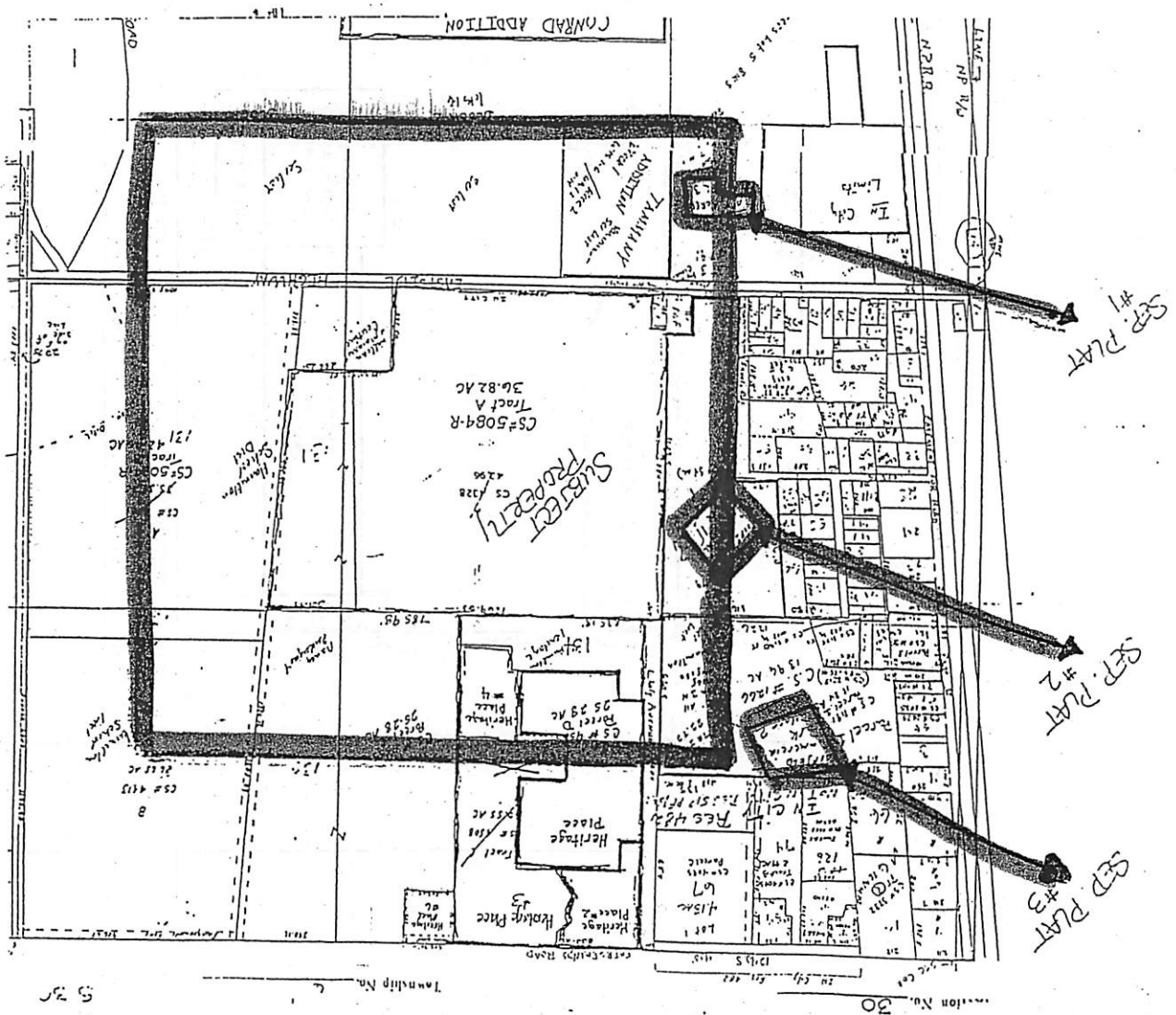
**DATE** \_\_\_\_\_

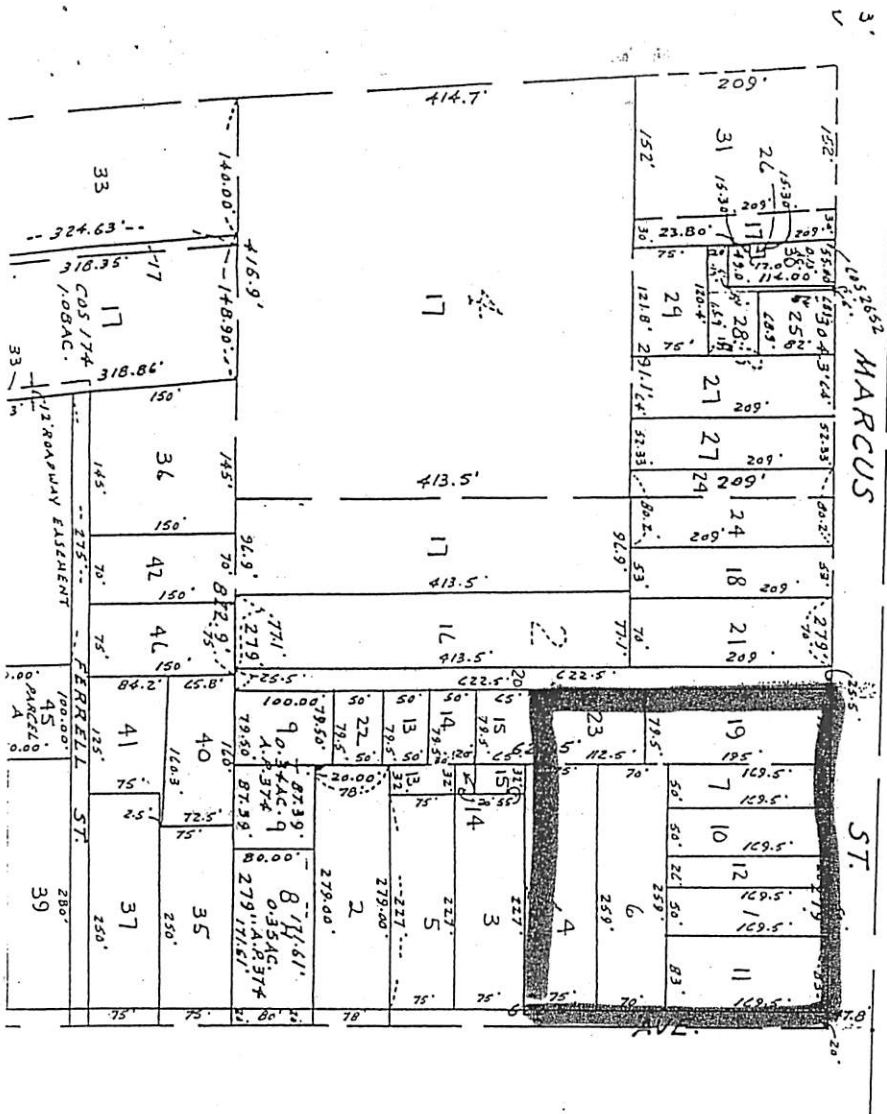


NORTH FIRST STREET (HWY 43)

*Commercial Example*

= SURROUNDING 300 FEET  
= SUBJECT PROPERTY



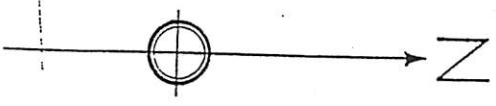


DALY ACRES  
BLOCK 3, LOTS 1 THRU 8 AND RESERVED TRACT

DALY ACRES  
Block 3  
Lots 1-8

DALY ACRES  
BLOCK 3 LOTS 1-8

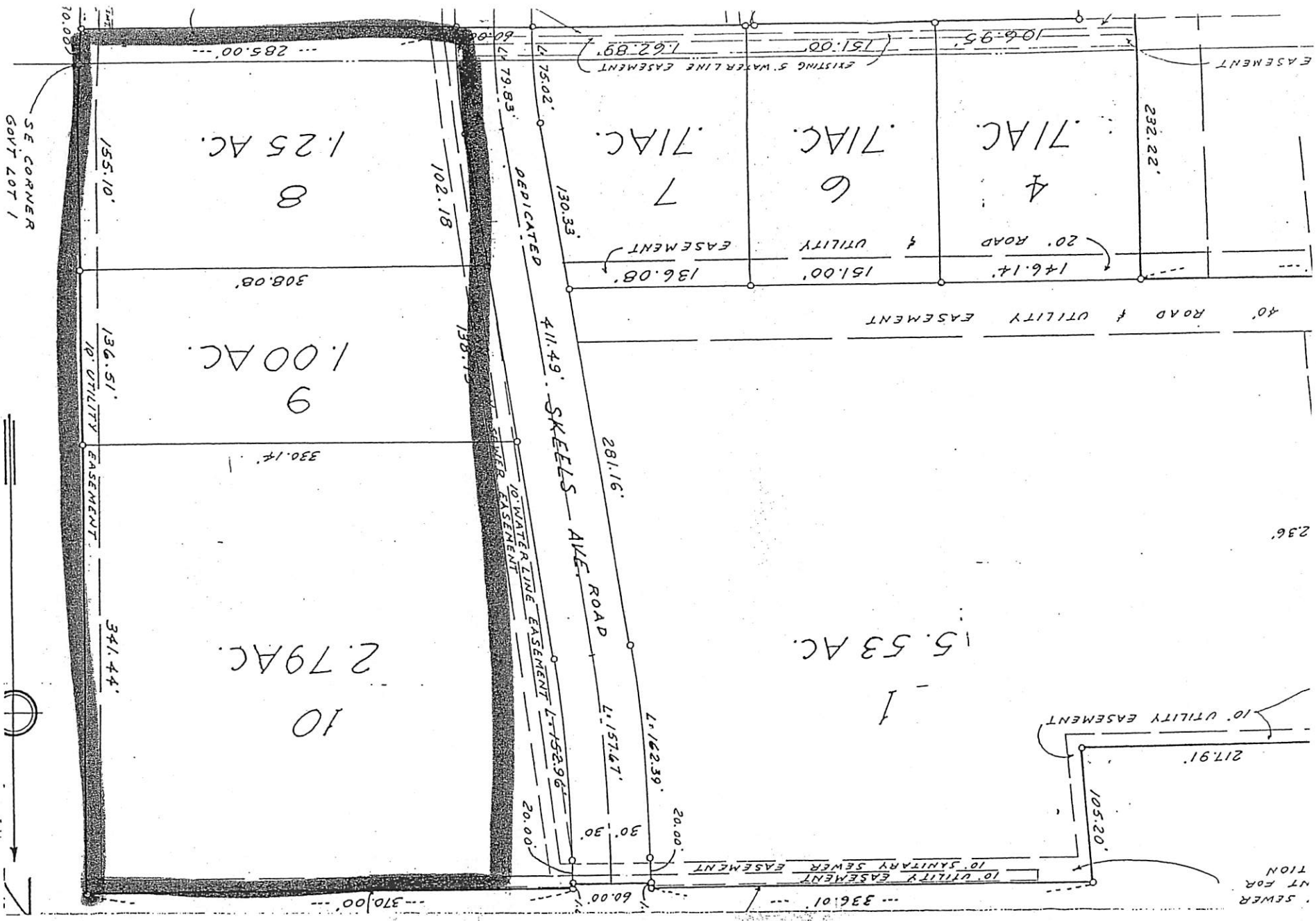
Part of Surrounding  
300 feet



#1



FULTFIELD COMMERCIAL PLANNING PHASE 2



-PART OF Surrounding 300 FEET

#3

VISION ENTERPRISES  
248 W. MAIN  
HAMILTON, MT 59840

HAMILTON SCHOOL DIST #3  
217 DALY  
HAMILTON, MT 59840

WILLIAM COUTURE  
MARGARET COUTURE  
296 MARCUS  
HAMILTON, MT 59840

MONTANA POWER  
40 E. BROADWAY  
BUTTE, MT 59701

JOHN HASENCLEVER  
246 MARCUS  
HAMILTON, MT 59840

HAMILTON HERITAGE IN  
295 FAIRGROUNDS  
HAMILTON, MT 59840

GEORGE RUMMEL  
DORTHEA RUMMEL  
P.O. BOX 750  
HAMILTON, MT 59840

MILES NELSON  
259 MARCUS  
HAMILTON, MT 59840

BERNICE STEINBERG  
MELVIN FREYMARK  
257 MARCUS  
HAMILTON, MT 59840

JAY, SYLVIA & DON PARK  
LYNDA NEAL  
255 MARCUS  
HAMILTON, MT 59840

ERNEST OSBURN  
MARY ANNE OSBURN  
253 MARCUS  
HAMILTON, MT 59840

BETTY ROBERTS  
251 MARCUS  
HAMILTON, MT 59840

JANICE MC CLORY  
303 ROADWAY  
HAMILTON, MT 59840

HOWARD RAPP JR.  
MARGARET RAPP  
P.O. BOX 537  
HAMILTON, MT 59840

THOMAS DUENSING  
CONSTANCE DUENSING  
106 DALY  
HAMILTON, MT 59840

STEVEN GREEN  
ELIZABETH GREEN  
119 BIG CORRAL RD.  
HAMILTON, MT 59840

MATTHEW SCHULTZ  
KAROLYN SCHULTZ  
119 PATRICK HENRY LN.  
HAMILTON, MT 59840

JOHN, LEONE, JACK &  
JASON HARR  
283 MARCUS  
HAMILTON, MT 59840

JAMES RAYNER  
KAREN RAYNER  
3701 GUN CLUB RD, #48  
YAKIMA, WA 98901

WILLIAM ROWLEY  
LINDA ROWLEY  
277 MARCUS  
HAMILTON, MT 59840

KELLIE ALLEN  
10204 N. SUNDANCE DR  
SPOKANE, WA 99208

FRED VAN BLARICOM  
P.O. BOX 14  
HAMILTON, MT 59840

ELIZABETH INGRAHAM  
P.O. BOX 580  
CORVALLIS, MT 59828

DANIEL BRANDBORG  
620 FISH HATCHERY RD  
HAMILTON, MT 59840

RICHLAND DEVELOPMENT  
P.O. BOX 3105  
WESTCHESTER, PA 19381-  
3105

HELEN NICHOLS  
965 LITTLE JOE LN.  
HAMILTON, MT 59840

WILLOW COURT  
LIMITED PARTNERSHIP  
405 S. PEABODY  
PORT ANGELES, WA 98

NANCY MUSIAL  
719 BEDFORD

JOHN SAULS  
308 FAIRWAY DR.

MARTIN TRALLOPE  
FLORENCE TRALLOPE

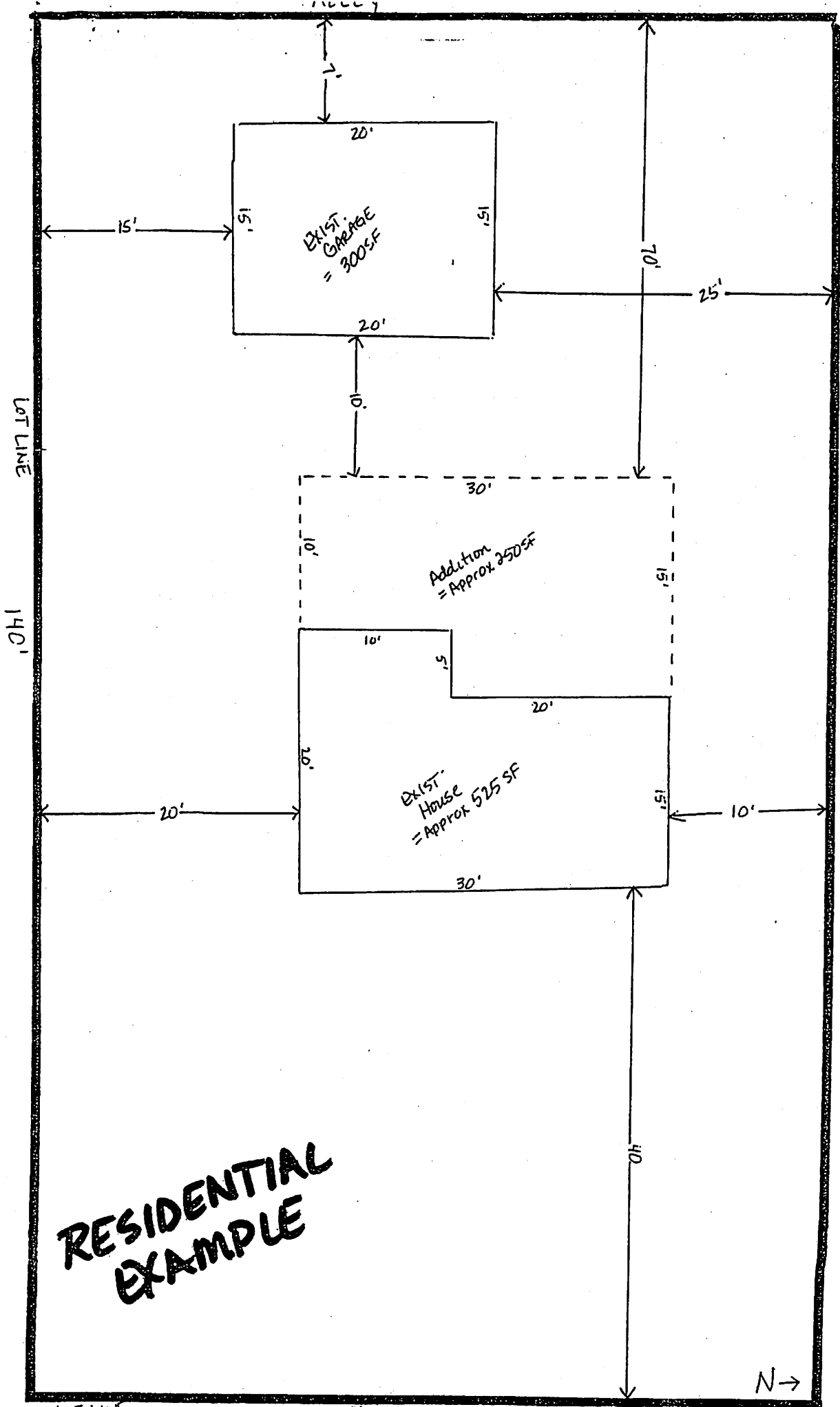
**DOCUMENTS NEEDED FOR VARIANCE REQUEST OR  
CONDITIONAL USE PERMITS - ORDINANCE CHAPTER 17.124**

NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

REASON FOR REQUESTING VARIANCE/CONDITIONAL USE PERMIT: \_\_\_\_\_

1. A completed 2 page application form including what and why request is being made.
2. A \$200.00 non-refundable fee.
3. Copy of the "Recorded Plat" showing the parcel of land for which the request is being made. This can be obtained from the Ravalli County Clerk & Recorder's office. If the property has been surveyed since the original plot was recorded, the most recent survey should be provided.
4. Copy of the "Deed", showing ownership, or a copy of the "Notice of Purchaser's Interest" which will document the applicant's ownership interest in the property. This information also can be obtained from the Ravalli County Clerk & Recorder's office.
5. A detailed description (site plan) of the project request. Create a detailed drawing of the property, showing the following:
  - a. location of all existing buildings
  - b. location of all existing buildings along with the proposed project
  - c. show dimensions and distances from property lines from all four sides
  - d. "x" feet from the edge of the alley
  - e. "x" feet from the existing fence on the sides of the property.
6. For new construction only, you will need a complete list of "Description of Materials". The type, appearance, materials and quality of construction can greatly affect the surrounding neighborhood. The Board will be very reluctant to grant any request without having specific, detailed plans of the project in hand. Such assurances from the property owner that "the garage will be nice" will not be sufficient evidence of the quality of this project.
7. A reduction of the site plan copied on 8½" x 11" paper.
8. Photographs of buildings to be moved on or off the property in question.
9. If applicable, a drawing for provisions for off-street parking.
10. A list of all property owners within 300 feet of the property in question along with a Plat map of this area indicating ownerships (obtained at the County Recorder's Office).

CHECKED AND APPROVED TO PROCEED BY: \_\_\_\_\_ DATE



**RESIDENTIAL  
EXAMPLE**

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