



City of Hamilton Annex

*202 South Third Street
Hamilton, MT 59840*

INFORMATION ATTACHMENT FOR VARIANCE REQUEST

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 20th 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 variance as described by Ordinance is:

"Variances from the terms of these regulations shall be granted only if it is found that because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of these regulations deprives such property of privileges enjoyed by other properties in the vicinity and under identical zoning classifications."

Variances are given to permit building closer to the property line than that required by ordinance. Note, this is in relation to the property line rather than the alley or sidewalk. **It is your responsibility to locate the property lines.**

Approved variances are valid for one year from the date of approval by the Board. Construction must start within one year or the application will be voided.

The Zoning Board of Adjustment conducts these public hearings. The Board meets 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 20th day of the month in order to be scheduled for the meeting on the 4th 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.

REQUEST FOR ZONING VARIANCE OR CONDITIONAL USE PERMIT

The definition of a variance as described by Ordinance is:

"Variances from the terms of these regulations shall be granted only if it is found that because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of these regulations deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications."

Property Information: Property Owner: _____
 Property Address: _____
 Phone Number: _____
 Legal Description: _____
 Block _____ Lot: _____ Addition: _____
 Zoning Description: RS RM MHP RVP LD RU
 B B-1 B-2 LI HI

Owner Information: Owner's Mailing Address (if different from above):

****** If you are representing the Property Owner(s), a letter signed by the Property Owner(s) authorizing you or your firm to represent them is required. ******

Name of Applicant Name: _____
(if different from Mailing Address: _____
Property Owner) Relationship to Owner: _____

Proposed Use of Structure: _____

Type of Construction: _____

Explanation for Variance: _____

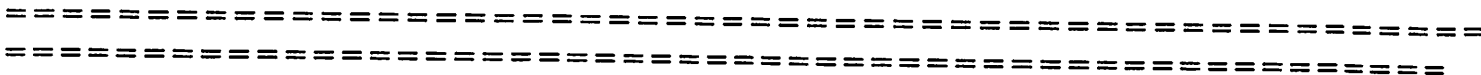
\$200.00 Non-Refundable Fee Paid: _____

Signature of Property Owner(s)

Signature of Applicant or Representative

Date

Date



OFFICE USE ONLY:

Date of Hearing _____ Variance: Approved or Denied

Reason for Denial: _____

VARIANCE - ORDINANCE CHAPTER 17.124

CHECK LIST - CONTENT

NAME: _____

LOCATION: _____

REASON FOR REQUESTING VARIANCE: _____

THE REQUESTED VARIANCE INCLUDES THE FOLLOWING PER ORDINANCE 17:

1. Copy of the "Recorded Plat" showing the parcel of land for which the request is being made _____
2. Copy of the "Deed" showing ownership OR a copy of the "Notice of Purchaser's Interest" _____
3. A detailed description of the project request. Create a detailed drawing of your 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 south side of the property _____
4. A detailed plan (drawing of project) for request involving either new construction, remodeling or the moving of new buildings onto the property _____
5. A complete form of "Description of Materials" _____
6. A reduction of the plan to 8½" X 11" _____
7. Pictures of buildings to be moved on or off the property in question _____
8. If applicable a drawing for provisions for off-street parking _____

CHECKED AND APPROVED TO PROCEED BY: _____ DATE _____

CONDITIONAL USE - ORDINANCE CHAPTER 17.124

CHECK LIST - CONTENT

NAME: _____

LOCATION: _____

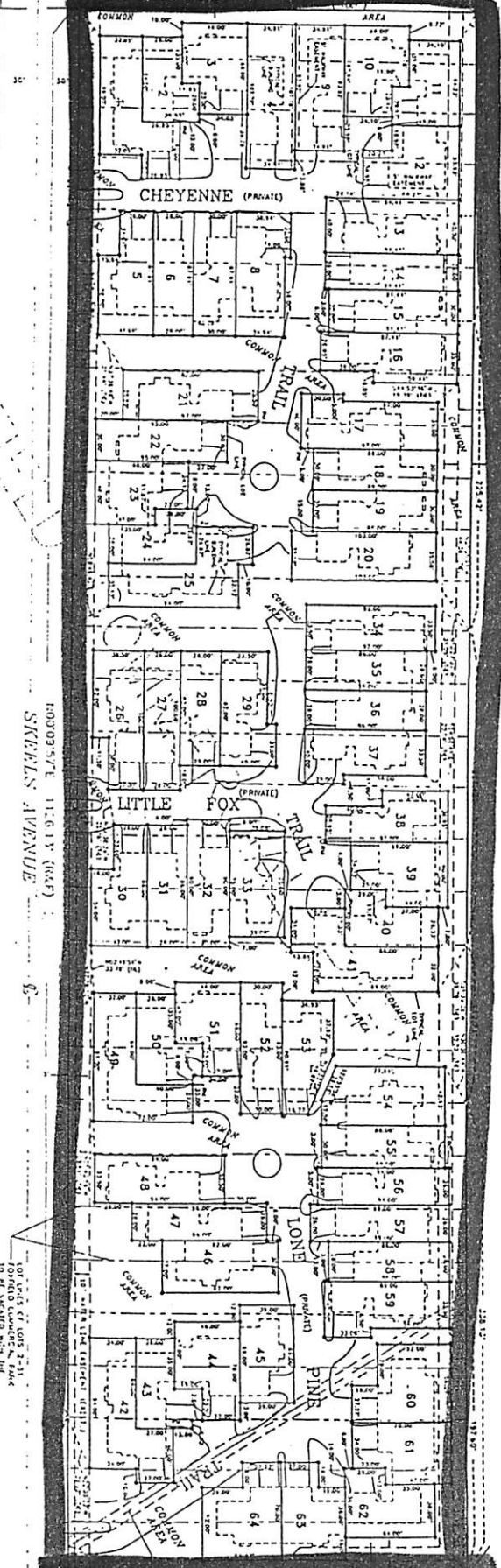
REASON FOR REQUESTING CONDITIONAL USE: _____

THE REQUESTED CONDITIONAL USE INCLUDES THE FOLLOWING PER ORDINANCE 17:

1. Copy of the "Recorded Plat" showing the parcel of land for which the request is being made _____
2. Copy of the "Deed" showing ownership OR a copy of the "Notice of Purchaser's Interest" _____
3. A detailed description of the project request. Create a detailed drawing of your property, showing the following:
 - a. location of all current improvements _____
 - b. location of all proposed improvements, including 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 south side of the property _____
4. A detailed plan (drawing of project) _____
5. A complete form of "Description of Materials" _____
6. A reduction of the plan to 8½" X 11" _____
7. Pictures of buildings to be moved on or off the property in question _____
8. If applicable a drawing for provisions for off-street parking _____

CHECKED AND APPROVED TO PROCEED BY: _____ DATE _____

10' SANITARY SEWER EASEMENT (EXIST.)



[Redacted] = PART of Surrounding 300 FEET

H00003 S/E 11:06 P (R&F)
SKEEL'S AVENUE

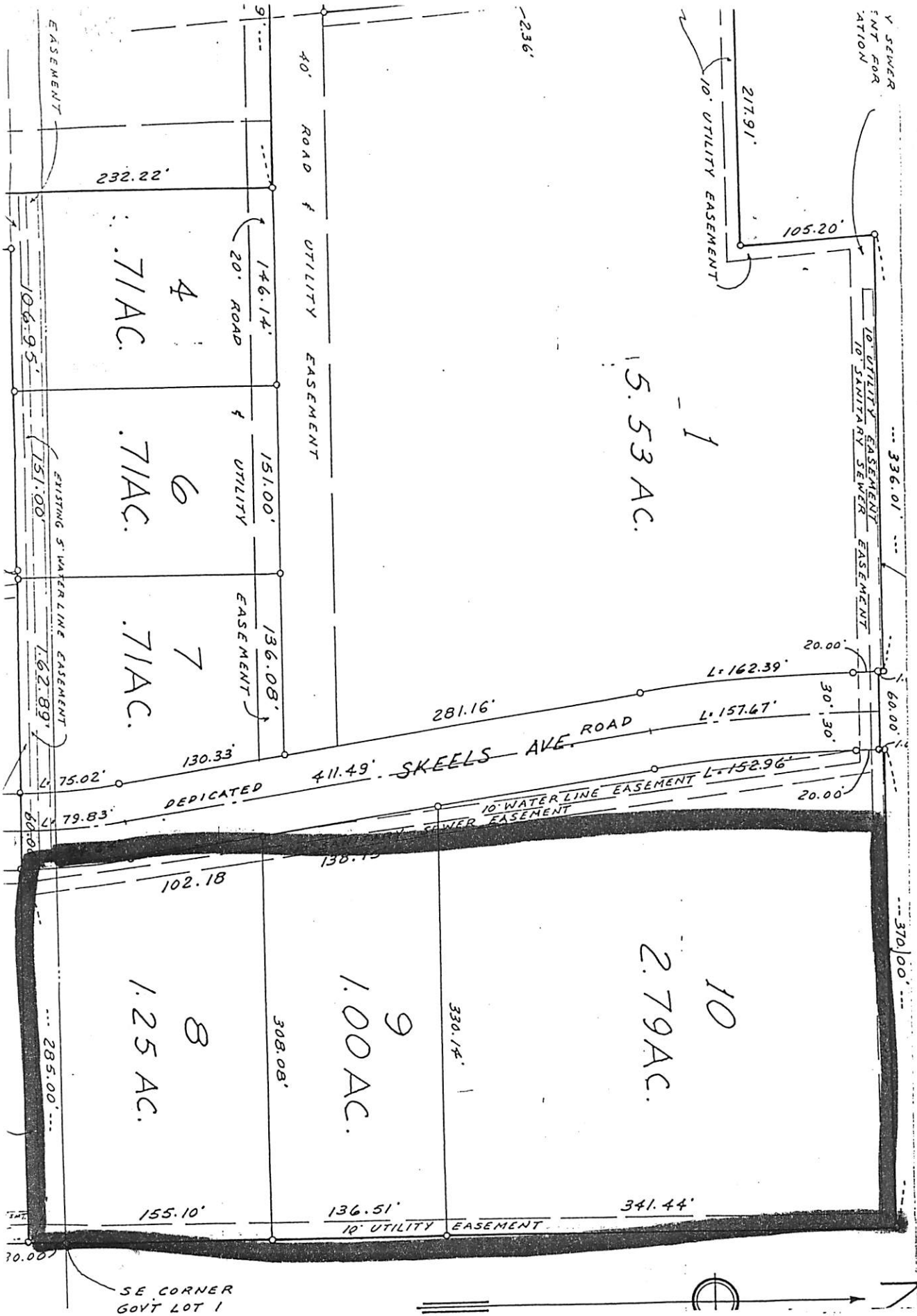
S89°59'55" W 285.00' (R&F)

#2

AUXFIELD COMMERCIAL MALL
 PHASE 2

-PART OF Surrounding
 300 FEET

#3



15.53 AC.

2.79 AC.

4
 .71 AC.

6
 .71 AC.

7
 .71 AC.

8
 1.25 AC.

9
 1.00 AC.

10

EASEMENT
 232.22'
 106.95'
 EXISTING 5" WATERLINE EASEMENT
 151.00'
 162.89'
 75.02'
 79.83'
 60.00'
 285.00'
 20.00'

40' ROAD & UTILITY EASEMENT
 146.14'
 20' ROAD
 151.00'
 UTILITY EASEMENT
 136.08'
 130.33'
 130.15'
 308.08'

10' UTILITY EASEMENT
 281.16'
 411.49' SKEELS AVE. ROAD
 10' WATER LINE EASEMENT
 10' SANITARY SEWER EASEMENT
 330.14'
 10' UTILITY EASEMENT
 341.44'

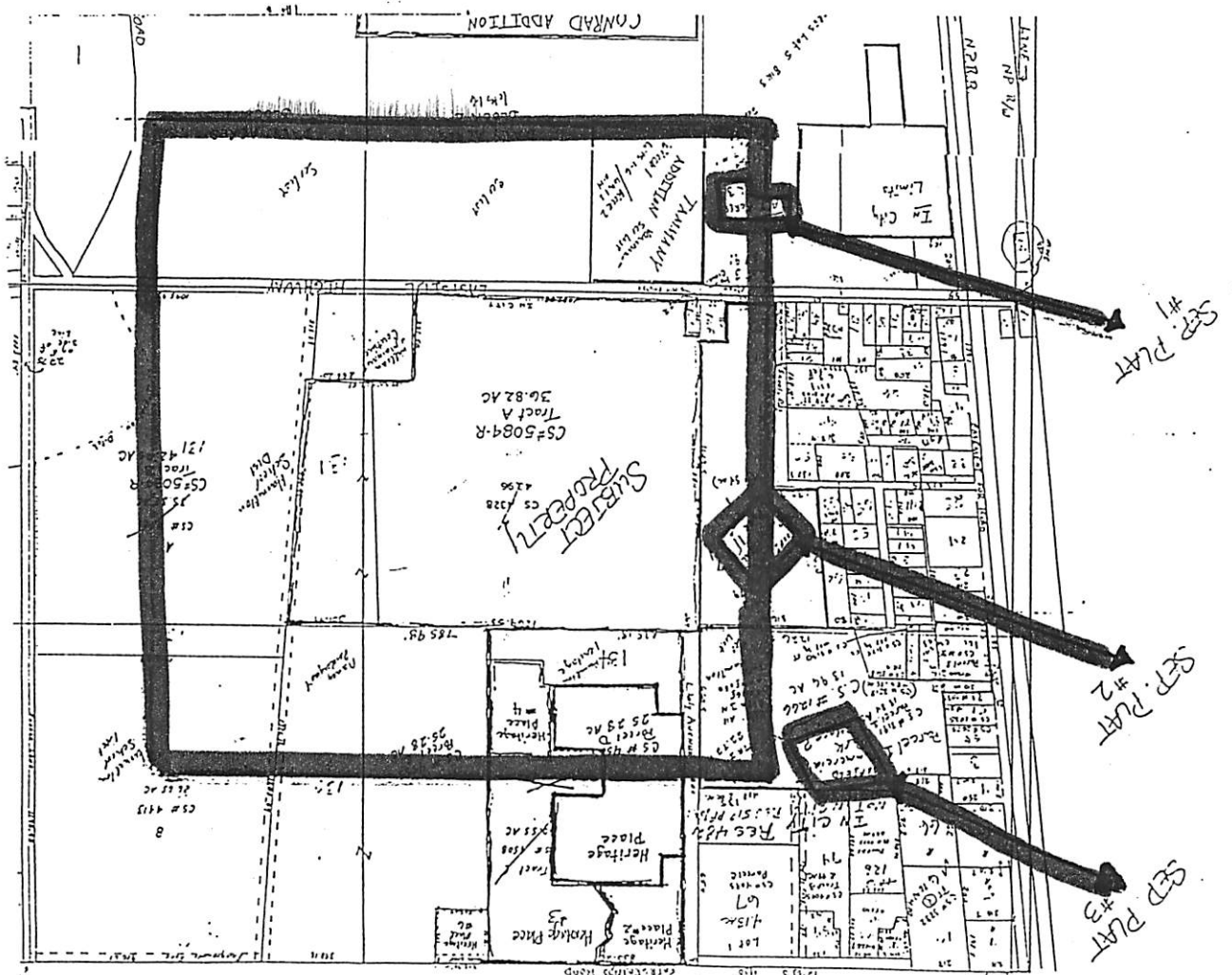
217.91'
 105.20'
 10' UTILITY EASEMENT
 336.01'
 60.00'
 370.00'

162.39'
 157.67'
 152.96'
 20.00'
 30' 30'

SE CORNER GOVT LOT 1

[REDACTED] = SURROUNDING 300 FEET

= SUBJECT PROPERTY



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
HAMILTON, MT 59840

JOHN SAULS
308 FAIRWAY DR.
HAMILTON, MT 59840

MARTIN TRALLOPE
FLORENCE TRALLOPE
269 MARCUS

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

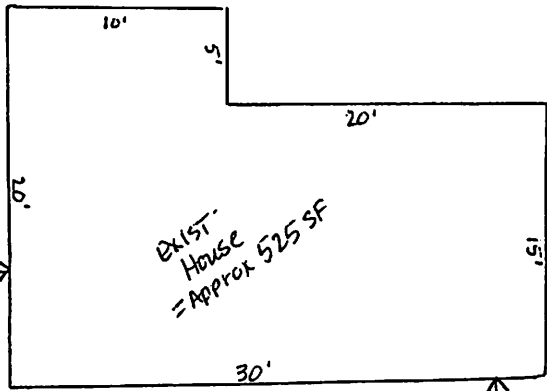
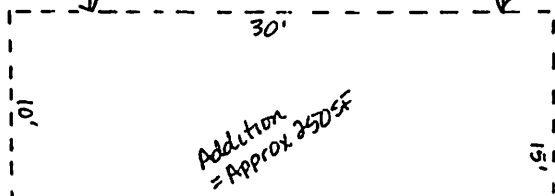
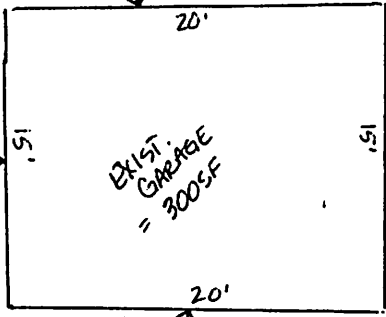
The following information must be included on the site plan for residential properties on which any part of the disturbed area is located on slopes 10% or greater.

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)

ALLEY



LOT LINE

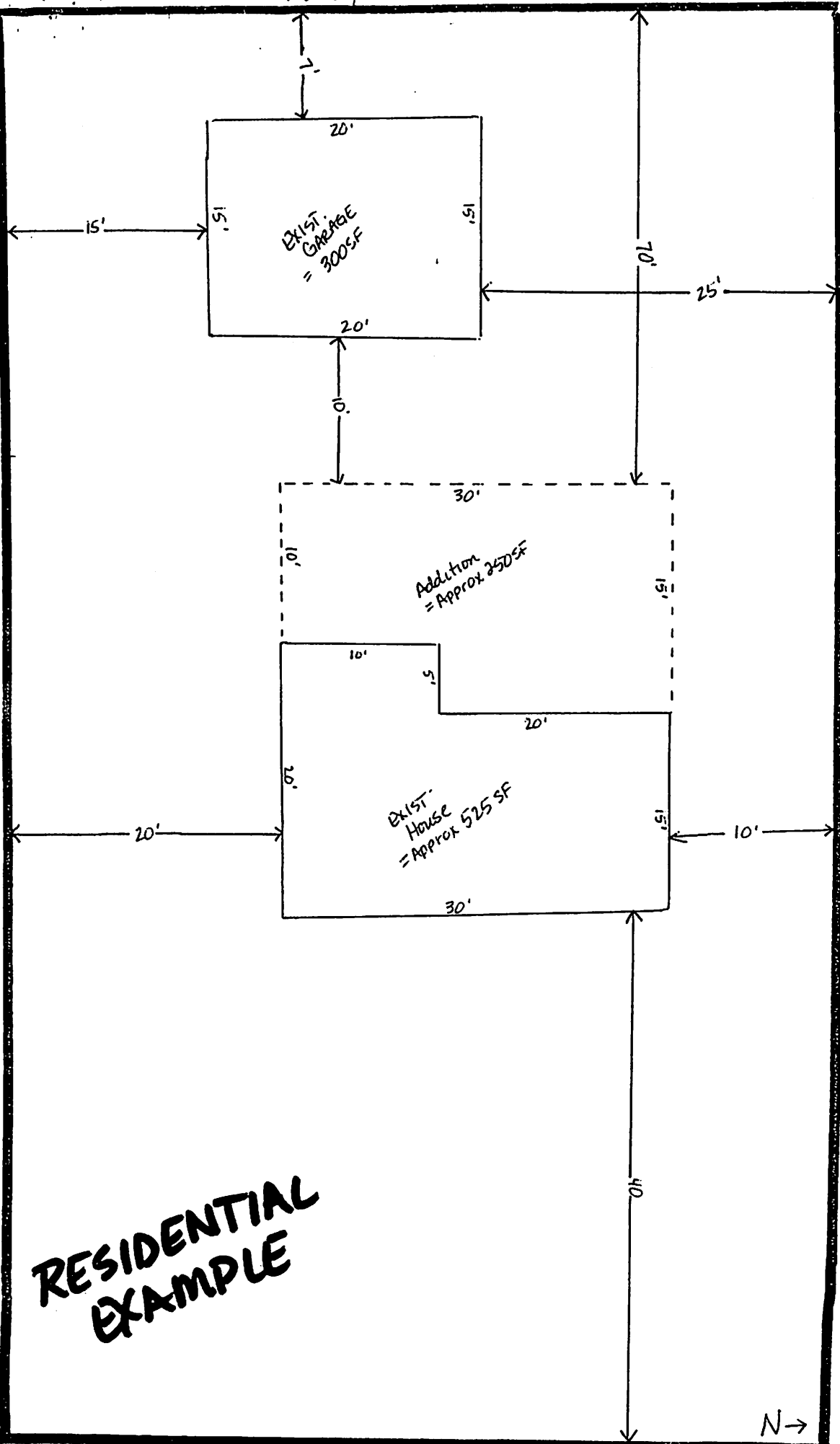
140'

RESIDENTIAL EXAMPLE

N →

LOT LINE

110'



NON-RESIDENTIAL SITE PLAN REQUIREMENTS

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

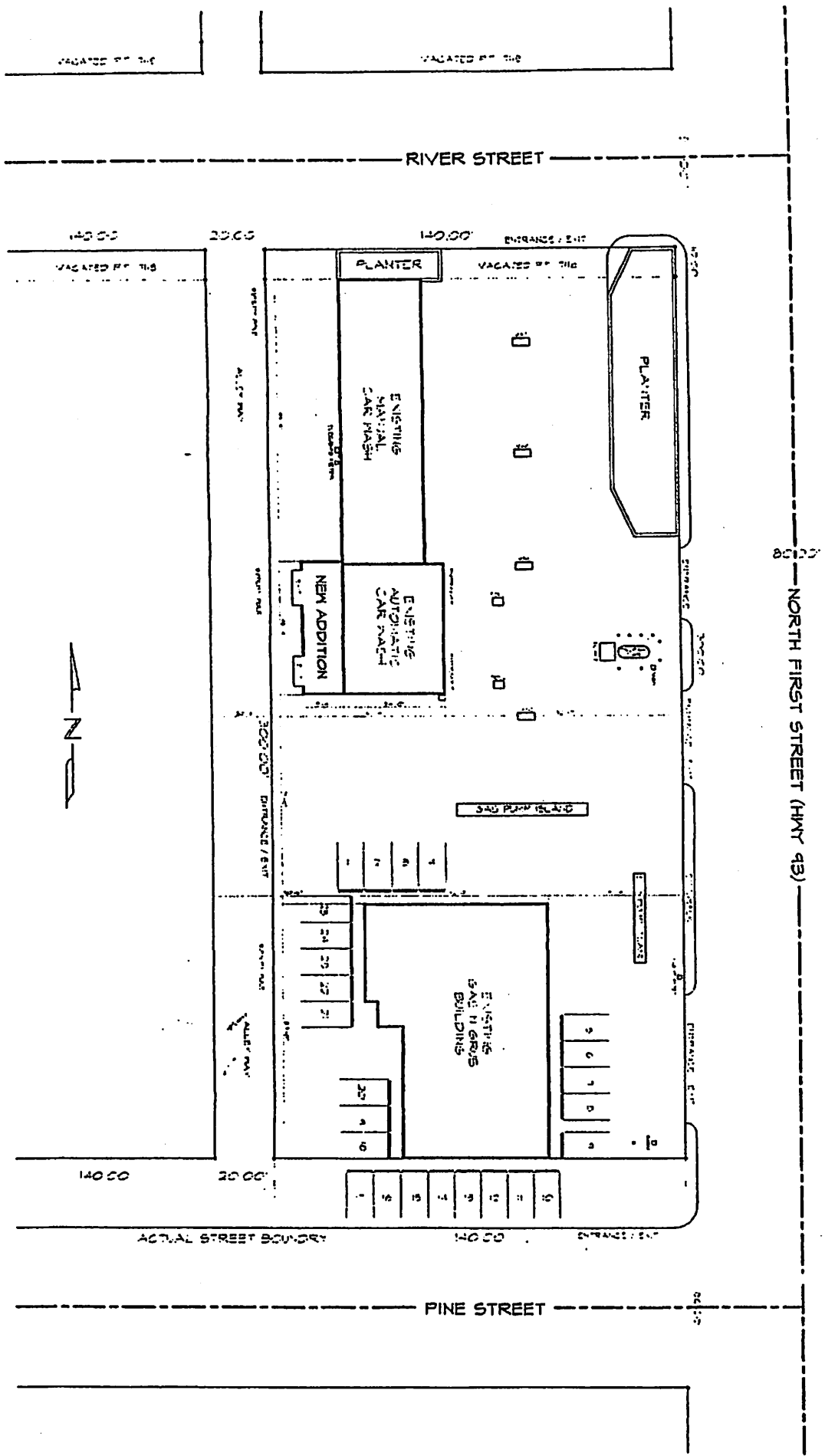
A site plan is required for new construction, additions, or remodeling which results in a significant change to a primary area.

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)



Commercial example