



# City of Hamilton

## INFORMATION ATTACHMENT ZONING/REZONING

### Quick Information

1. There is a \$300.00 non-refundable fee.
2. Request must be completed and at City Hall 30 days prior to the date of the meeting.
3. The Zoning Commission meets on the 3rd Monday of each month. Zoning requests combined with annexation requests will follow the legal guidelines for the annexation process. A (re)zone request, to change the current zoning of a piece of property already within city limits, are required to be noticed in the local newspaper one time within 15 days prior to any meeting. With either a zoning request or a rezone request, the application must be presented to the Zoning Commission. The Zoning Commission will then make a recommendation to the City Council. The zoning and rezoning process requires a public hearing, first reading and second reading before the City Council. The property owner or a representative must be present at these meetings. If the owner will not be present, a letter giving authorization to his representative must be on file.

### More Detailed Information

1. The Zoning Commission conducts the first of the two required Public Hearings. The Commission meets at 6:00 p.m. the first Monday of the month in the council chambers at City Hall, 223 S. 2nd Street, Hamilton, Montana. The City Council conducts the second Public Hearing after receiving a recommendation from the Zoning Commission. The City Council meets on the 1st and 3rd Tuesday of each month at 7:00 p.m. in the council chambers at City Hall, 223 S. 2nd Street, Hamilton, Montana. To allow for the required public notice requirements, there is a minimum of a 30 day period between the date which the Zoning Commission acts on the application and any City Council hearing.
2. A notice of your intent will have been published in the Ravalli Republic legal notices and will be sent to the neighboring property owners within 300 feet of your property, thus allowing comment, either pro or con.

### The following items are needed when a request for Zoning or a Rezone is submitted:

1. The 2 page completed zoning/rezoning application form (ATTACHED).
2. A \$300.00 non-refundable processing fee.
3. A completed annexation application (if annexing into City).
4. A copy of the recorded plat showing the parcel of land for which the zoning/rezoning is being requested  
This can be obtained from the Ravalli County Clerk and Recorder's Office. If the property has been surveyed since the original plot was recorded, the most recent survey should be provided.
5. A copy of the Deed or Notice of Purchaser's Interest which will document the applicant's ownership interest in the property (also obtained from the Clerk and Recorder).
6. A legal description of the area being requested for zoning/rezoning, which can be obtained from the Ravalli County Clerk and Recorder's Office.
7. A detailed description indicating the proposed use of property and a map indicating the provision of public utilities to serve the proposed parcel.
8. A map and a listing of the legal property owners owning property within 300 feet of the exterior boundaries of the property, which are the names and addresses of the property owners currently recorded in the County Clerk and Recorder's office.
9. Site plan of the actual property to be zoned/rezoned.
10. Feel free to provide any other items as you desire, example: photographs, drawings, etc.

**The applicant or his designated representative must appear in person at the hearing.** A designated representative must have a letter from the property owner naming him/her as the representative. No requests will be approved without personal representation. It is the City'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.



# City of Hamilton

Request for Zoning or Rezoning  
Application Request # \_\_\_\_\_

Name of Petitioner: \_\_\_\_\_

Petitioner's Mailing Address: \_\_\_\_\_

Petitioner's Phone Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

## Information Concerning Property to be Zoned/Rezoned

Property Address (if available): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Addition \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

OR: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Reason for requesting zoning change:

\_\_\_\_\_  
Signature of Property Owner  
(Mandatory)

\_\_\_\_\_  
Signature of Applicant or  
Representative if different than owner

### OFFICE USE ONLY

**\$300.00 Non-refundable request fee paid on date** \_\_\_/\_\_\_/\_\_\_ Batch # \_\_\_\_\_

**Zone/Rezone:**

Zoning Commission public hearing date: \_\_\_/\_\_\_/\_\_\_ Recommend Approval \_\_\_ Denial \_\_\_

City Council 1<sup>st</sup> reading date: \_\_\_/\_\_\_/\_\_\_

City Council 2<sup>nd</sup> reading date: \_\_\_/\_\_\_/\_\_\_

**Printing dates of legal ads in newspapers:**

Zoning Commission: \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_ City Council \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_

**Dates of public hearing notices to be mailed:**

Zoning Commission: \_\_\_/\_\_\_/\_\_\_ City Council: \_\_\_/\_\_\_/\_\_\_

**If Denied, state reason:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In your own words, please describe your rezone request:**

**In your own words, please explain why you are requesting the rezone request:**