



Zoning Permit Process

1. Administration Department will receive all zoning applications whether commercial or residential.
2. A completed zoning permit application shall contain the following items:
 - a. Completed Application
 - b. Six copies of the site plans plus all documents must be provided in a digital format acceptable to the Town.
 - c. Application Fee (Residential \$100.00 and Commercial \$350.00)
3. The Administration Department shall check to ensure that the application is complete. If complete, the zoning application will be signed and dated by a member of the Administration Department staff certifying that a completed application was submitted.
4. The Administration Department will forward the zoning application packets to the Code Enforcement Officer and note the date of delivery on the application.
5. For commercial applications, which includes nightly rentals and apartments, refer to the attached document entitled Commercial Site Plan Review.
6. For residential applications, the Code Enforcement Officer and Development Review Group (DRG) will review these applications. If approved, the Code Enforcement Officer will issue the zoning permit. If not complete or not in conformance with the Town code, the Code Enforcement Officer will work with the applicant to achieve compliance with all Town regulations and codes. The DRG meets the first and third Thursday of each month at 11 AM.
7. Once the zoning permit has been issued, the Code Enforcement Officer will coordinate issuance of residential building permits and inspections with the applicant. These permits can be obtained from the Code Compliance Officer and have their own fee schedules.
8. A copy of all submitted applications and materials will be retained and filed in the Code Enforcement Officer's office and the originals will be retained by the Administration Department.

Projects within any given subdivision may be required to follow certain covenants or restrictions. Approval of a zoning permit by the Town does not constitute approval by the Madison Addition Homeowners Association, Architectural Committee, or the Grizzly Park Architectural Committee.



Application for Zoning Permit

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| Town of West Yellowstone 406-646-7795 440 Yellowstone Avenue PO Box 1570 West Yellowstone, MT 59758 info@townofwestyellowstone.com | Administrative Use Only Date: _____ Accepted by: _____ Fee: \$ _____ Cash/Check#: _____ Zoning Permit # _____ |
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****A Zoning Permit is required for all new construction (residential or commercial), additions, renovations, relocation of a structure, or erection of a fence within Town limits. Submit this application and all required information to the Town Offices. Fees shall be paid according to the current schedule - contact Town Offices for fee information.**

1. APPLICANT(S) *[owner of land or building, or person(s) authorized to represent the entity that is the owner of record, and to whom copies of all correspondence are to be sent]:*

Name: _____
 Mailing Address: _____
 City/State/Zip: _____ Phone: _____
 Email: _____

2. OWNER OF RECORD *(If different from Applicant):*

Name: _____
 Mailing Address: _____
 City/State/Zip: _____ Phone: _____
 Email: _____

3. LEGAL DESCRIPTION OF PROPERTY: *[the land or building that the petition is applicable to for this property owner/applicant]:*

Street Address: _____ Subdivision: _____
 Block: _____ Lot: _____ Lot Size and Dimensions : _____ Acres/Square Feet (circle)

4. USE AND OCCUPANCY:

What is the use of the building or property? (list all) _____
 Is this building or property mixed use? YES NO
 If more than one use, please describe: _____
 What is the occupant load? _____ Number of parking spots on site? _____
 Number of buildings (Dwelling Unit s): _____ Number of Bedrooms (Sleeping Units): _____



Commercial Site Plan Review

- 1) The Administration Department shall check to ensure that a submitted application is complete. If found to be complete, the zoning application will be signed and dated by a member of the Administration Department staff certifying that a completed application was submitted.
- 2) The Code Enforcement Officer (CEO) will transmit a copy of the site plan and all relevant documents, including the zoning permit application, to the Development Review Group (hereinafter referred to as "DRG").
- 3) The Town will submit the completed zoning permit application and associated documentation to the engineering firm for review. The Code Enforcement Officer will place the project on the agenda for the next DRG meeting. The DRG meets the first and third Thursday of each month at 11 AM. The applicant and/or architect/engineer may attend or be available by phone during the meeting to answer any questions the DRG may have.
- 4) The DRG will develop a detailed list of concerns, modifications, and questions within ten (10) business days of reviewing the application and site plan. A letter or email outlining these concerns will be sent to the applicant by the CEO. If the DRG approves the submitted site plan, it then moves to the Planning Board (See step #6);
- 5) Any requested or required additional information should be provided to the CEO. Once the additional information is received, it will be reviewed at the next scheduled DRG. This step may be repeated multiple times until the DRG approves the project.
- 6) The Code Enforcement Officer will transmit the DRG-approved site plan and project information to the Town Clerk. The Town Clerk will schedule a meeting with the Planning Board within ten (10) business days. The Town Clerk will coordinate the scheduling of the meeting, the public notification, and distribution of the site plan and materials.
- 7) The Planning Board will review the DRG-approved site plan and relevant materials. The applicant and/or their authorized representative may attend the meeting in person or via technology of the Town's choice. The Planning Board will review the site plan and project information at the next meeting of the board. Any recommendation from the Planning Board will be forwarded to the Town Council regarding the project for consideration at the next Town Council Meeting.
- 8) The Town Council may take one of four actions: a) Approve as presented; b) Approve with conditions; c) Deny; or d) Table their decision until additional information is obtained.
- 9) The Code Enforcement Officer will notify the applicant of the council decision and will issue a zoning permit if approval was obtained. A copy of the Zoning Permit will be sent to the State Building Inspection Department. The Code Enforcement Officer will work with the applicant to guide them through the rest of the process - including any required letters to DEQ, State Building permits, water and sewer hook-ups, and fire department inspections. The Code Enforcement Officer will periodically contact the State to get update on the applicant's permits and inspections. Any updates will be provided to the DRG.

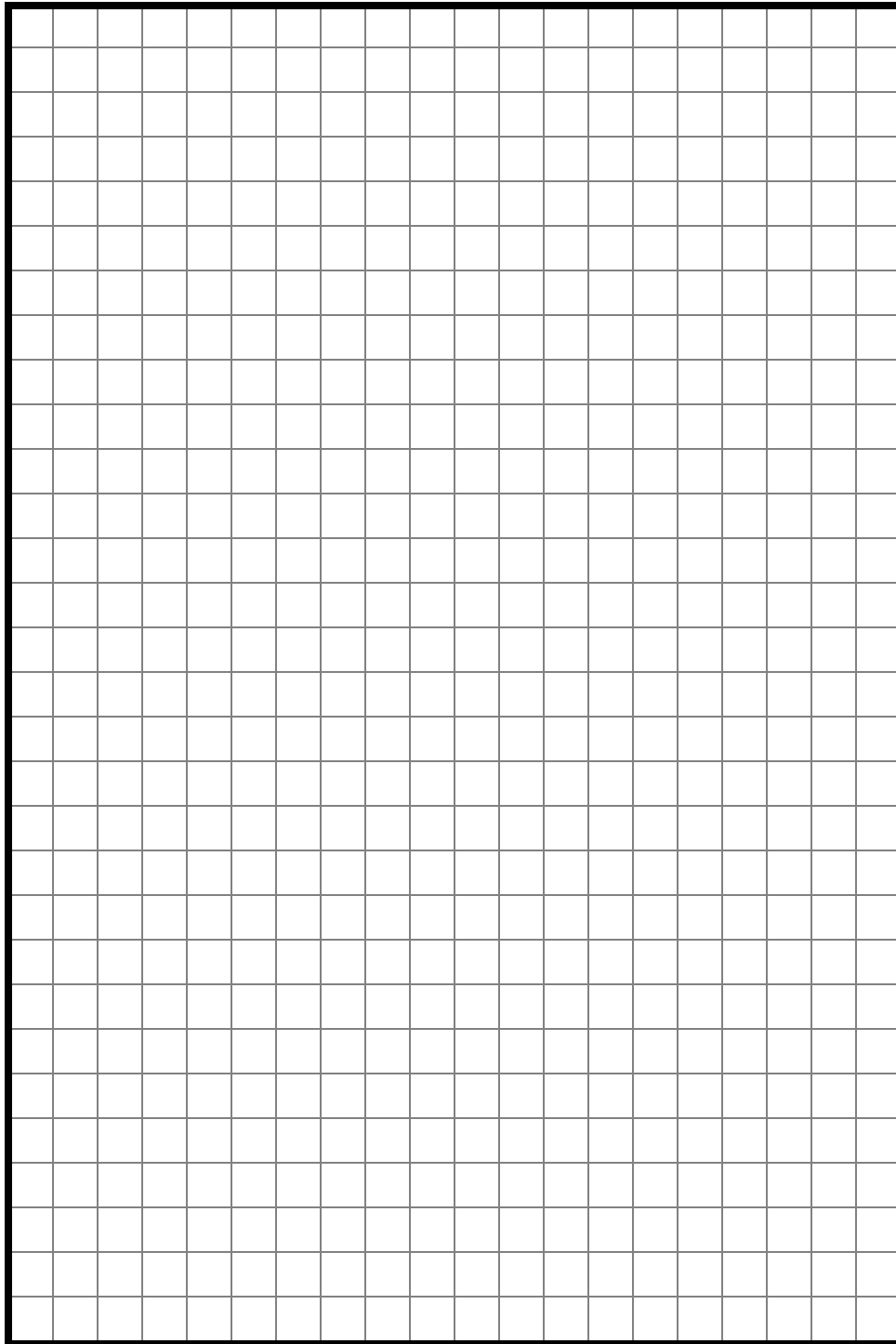
Site Plan

Business Name: _____

Business Owner: _____

Business Street Address: _____

Block: _____ Lot: _____ Subdivision: _____



Scale: 1 inch = 20 feet 1 square = 5 feet by 5 feet
Note: This grid represents a standard Town lot, 100 feet by 150 feet.

