

CITY OF GREAT FALLS
PLANNING & COMMUNITY DEVELOPMENT DEPT.
P.O. BOX 5021, GREAT FALLS, MT, 59403 5021
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APPEAL APPLICATION

CONDITION FOR APPEAL

Appeal means a process initiated by an aggrieved party to review where it is alleged that an administrative official responsible for administering the Land Development Code, housing and building regulations, or the Community Development Block Grant Program: (1) failed to act as required; (2) made an error in issuing a permit or in denying an application; (3) made an error in enforcement; or (4) made an error in an interpretation or any other determination.

Name of Project (if applicable):

Project Address (if applicable):

Applicant/Owner Name:

Mailing Address:

Phone:

Email:

Representative Name:

Phone:

Email:

Appeal Request :

Basis for Request (Attach narrative outlining the request in detail):

I (We) attest that the above information is true and correct to the best of my (our) knowledge. NOTE: If the applicant is not the owner of record, the signature of the owner of record must also be obtained.

Applicant/Owner's Signature:

Date:

Representative's Signature:

Date:

Appeal Application

The table below contains the requirements for a complete Appeal application site plan. The requirement must be submitted unless waived by a planner at a pre-submittal meeting. City Staff will place an X in the box for all required submittal items. Applicant will

Site Plan Checklist		Req.	App.	Staff
Site Plan Requirements	Site Plan shall include all applicable items per Title 17 - Appendix A :			
	▪ Title Block containing project name, developer and landowner name, north arrow, graphic scale, property boundaries, and acreage of subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Land Use/Development Standards tables with applicable information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Existing buildings and site amenities as applicable including; contours, wetlands, existing vegetation, water resources, floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All proposed buildings and site features including, access drives, pedestrian facilities, parking, landscaping, and lighting per Title 17 requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ All proposed utilities and stormwater facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Processing the Application

All property owners within 150' of the subject appeal are notified by letter of the request and the date and time of the hearing. They may address any comments, questions or concerns at the hearing or send written material to the Planning & Community Development Department.

All information and supporting documents become the property of the City and cannot be returned to you. They will be filed with your property file.

Appealing a Board of Adjustment Decision

Under Montana Stat Law, you have the option of appealing any ruling made by the Board of Adjustment. The applicant an/or aggrieved person may appeal a final decision, made by the Board of Adjustment, by filing an appeal with a court of competent jurisdiction within 30 days of the final decision. (See: 76-2-327(1), MCA)