

Date Stamp:

CITY OF GREAT FALLS
PLANNING & COMMUNITY DEVELOPMENT DEPT.
P.O. BOX 5021, GREAT FALLS, MT, 59403-5021
406.455.8430 • WWW.GREATFALLSMT.NET

PARKING LOT PERMIT APPLICATION

- ☐ **Planning Review Fee: \$500**
☐ **Engineering Review Fee: \$399**

Name of Project (if applicable):

Project Address:

Applicant/Owner Name:

Mailing Address:

Phone:

Email:

Point of Contact (Contractor):

Phone:

Email:

PROJECT DESCRIPTION:

I (We), the undersigned, understand that the filing fee accompanying this application is not refundable. I (We) further understand that the fee pays for the cost of processing, and the fee does not constitute a payment for approval of the application. I (We) further understand that public hearing notice requirements and associated costs for land development projects are my (our) responsibility. I (We) further understand that other fees may be applicable per City Ordinances. I (We) also attest that the above information is true and correct to the best of my (our) knowledge.

Applicant/Owner's Signature:

Date:

Representative's Signature:

Date:

Parking Lot Permit Application Checklist

A complete Parking Lot Permit Application shall include at least those items listed in Table 1 below. Additional supporting documentation may be required for an Application to be deemed complete, depending upon the nature of the request and context of the project.

Table 1: Application Requirements		Staff	App.
Application	Complete applicant and project information included on page 1	<input type="checkbox"/>	<input type="checkbox"/>
Fees	Planning Review Fee, Engineering Review Fee	<input type="checkbox"/>	<input type="checkbox"/>
Plans and Supplemental Information	<p>Required items on this list shall be included on the plans in order for the City of Great Falls to review the plans:</p> <ul style="list-style-type: none"> ▪ Site Accessibility Requirements (ANSI 502.7 & MT ARM 24.301.905) ▪ Landscape Plan - where applicable (OCCGF 17.44.1.030) ▪ Photometric Plan - where applicable (OCCGF 17.44.1.030) ▪ Storm Drainage Plan and Design Report. - The Plans and Report shall be prepared by a Montana licensed Professional Engineer and shall be in accordance with the City's Storm Drainage Design Manual ▪ Minimum paper size shall be 11" X 17", but must be legible ▪ Plans shall be drawn to a scale before or after photocopying ▪ Plans shall be marked "Permit Set" <p>Plan review may require additional information. <i>Redlining</i> plans is <u>not</u> acceptable and no loose sheets will be accepted or attached to the plans at the counter.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Dust Control Plan	The Dust control plan is available on the City of Great Falls website.	<input type="checkbox"/>	<input type="checkbox"/>
SWPPP	For projects equaling and over 10,000 sq ft of disturbance. For additional information call the Environmental Division at 406-727-8390.	<input type="checkbox"/>	<input type="checkbox"/>
ROW Permits	<p>If work extends into public right of way, additional over the counter permits may be necessary including Curb & Gutter, Driveway, Curb Cut, and Sidewalk permits.</p> <ul style="list-style-type: none"> ▪ ROW Permits 	<input type="checkbox"/>	<input type="checkbox"/>

The following information includes a general outline of the process that will be followed for the City of Great Falls to consider an application for a Parking Lot Permit:

Parking Lot Permit Process

Pre-Application Meeting

Contact Planning at 406-455-8430 to schedule a pre-application meeting to discuss the scope of the project. After the pre-application meeting, City staff will complete "Table 1: Application Requirements" above.

Submit Application

The applicant will submit a completed application, completed checklist within Table 1, and pay the application fee.

Staff Review

Staff will review the submitted application and required documents for compliance with OCCGF and other requirements.

Inspections

Contact a Planning and Community Development at 406-455-8430 to schedule inspections. Inspections will be performed as necessary for each project.