

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

VARIANCE APPLICATION

Variance Fee: \$2,500

Name of Project (if applicable):

Project Address:

Applicant/Owner Name:

Mailing Address:

Phone:

Email:

Representative Name:

Phone:

Email:

LEGAL DESCRIPTION:

Lot/Block/Subdivision:

Section/Township/Range:

ZONING AND LAND USE (TO BE COMPLETED BY STAFF):

Existing Zoning:

Existing/Proposed Land Use:

VARIANCE REQUEST:

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

Applicant/Owner's Signature:

Date:

Representative's Signature:

Date:

Variance Application Checklist

All applicants are required to complete and submit the Variance Application, \$2,500 fee, checklist, and required material per the checklist for the proposed development. This fee is non-refundable whether the request is approved or not. No processing will be performed until this fee has been paid. The applicant will also be responsible for the costs associated with publishing the legal ad.. Per the Official Code of the City of Great Falls (OCCGF) Title 17 - Land Development Code, applicants requesting a variance is required to have a pre-submittal meeting with City Staff.

**APPLICANT SHALL SUBMIT ALL INFORMATION THAT IS MARKED
REQUIRED BY STAFF FOR A COMPLETE SUBMITTAL**

ADDITIONAL INFORMATION MAY BE REQUESTED IF APPLICABLE

Variance Application Requirements		Req.	App.	Staff
Variance Description	Please attach a narrative that addresses the following criteria in detail and provides a full explanation of the project. <ul style="list-style-type: none"> ▪ The variance is not contrary to the public interest ▪ A literal enforcement would result in unnecessary hardship, owing to conditions unique to the property. ▪ The spirit of this Title would be observed and substantial justice done by granting the variance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Requirements	Site Plan shall include all applicable items per Title 17 - Appendix A : <ul style="list-style-type: none"> ▪ Title Block containing project name, developer and landowner name, north arrow, graphic scale, property boundaries, and acreage of subject property ▪ Land Use/Development Standards tables with applicable information ▪ Existing buildings and site amenities as applicable including; contours, wetlands, existing vegetation, water resources, floodplains ▪ All proposed buildings and site features including, access drives, pedestrian facilities, parking, landscaping, and lighting per Title 17 requirements ▪ All proposed utilities and stormwater facilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Processing the Application

Determination of completeness. Within ten (10) days of submittal, the Planning and Community Development shall determine if the application is complete. If the application is deemed incomplete, it shall be returned to the applicant and the applicant has six (6) months to resubmit the application or forfeit the application fee. Planning Staff shall take no further steps to process the application until the deficiencies are remedied.

Notice. Prior to the Board of Adjustment hearing, staff shall provide for public notice, property owner notification, and agency notification. A legal ad is published in the newspaper and property owners within 150' of the subject variance are notified by mail of the request and the date and time of the hearing.

Public hearing. Allowing for proper notice, the Board of Adjustment shall hold a public hearing to review the application. Citizens or neighbors may address any comments, questions or concerns at the hearing or send written material to the Planning & Community Development Department.

Decision. Within thirty (30) days of the determination of completeness, the Board of Adjustment shall approve the variance request, approve it with conditions, or deny it. Such decision shall be in writing and shall include the findings in support of its decision and if approved, any conditions as may be imposed.

Applicant notification. Within five (5) days following the decision, the director shall mail the applicant the original (signed) copy of the decision and retain a copy for the public record.

Appealing a Board of Adjustment Decision

Under Montana State 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)