



Planning and Community Services Department

282 3rd Ave. North, 4th Floor
Billings, MT 59101

Phone: (406) 657-8246 or (406) 247-8676

Fax: (406) 657-8327

ZONING COMPLIANCE PERMIT INFORMATION

PURPOSE:

To ensure development occurs in accordance with the applicable zoning regulations, a Zoning Compliance Permit is required Section 27-623 prior to the construction of any structure within Yellowstone County's Zoning Jurisdictional Area, and Special Zoning Districts.

PROCESS:

I. Prior to Residential Construction

- **Applicant consults applicable zoning regulations** – Contact a planner at the Planning and Community Services Department if you have any questions – (406) 657-8246
- **Applicant should contact the City-County Health Department for a septic permit** – (406) 256-2770, 217 N. 27th Street (3rd floor, Yellowstone County Courthouse)
- **Applicant should contact the State of Montana Building Codes Division** to ensure compliance with state building code regulations – (406) 841-2040
- **Applicant submits 1 ELECTRONIC COPY and 1 PAPER COPY of required materials** and \$47.00 application fee to the Planning and Community Services Department, to include:

Zoning Compliance Permit Application, completed and signed.

Site Plan, including all existing and proposed structures, decks/porches, driveways, property lines, watercourses and easements (drawn to scale with **setback** measurements from property lines labeled).

Building Elevation Plans (drawn to scale with measurements labeled).

Floodplain location information (**If Applicable**) – If property may be located in a floodplain, contact the Yellowstone County Floodplain Administrator, Yellowstone County Courthouse, 217 N. 27th Street, 4th Floor, (406) 256-2775

II. Prior to Commercial Construction

- **Applicant consults applicable zoning regulations** – Contact a planner at the Planning and Community Services Department if you have any questions – (406) 657-8246
- **Applicant should contact the City-County Health Department for a septic permit** – (406) 256-2770, 217 N. 27th Street (3rd floor, Yellowstone County Courthouse)
- **Applicant should contact the State of Montana Building Codes Division** to ensure compliance with state building code regulations – (406) 841-2040
- **Applicant submits 1 ELECTRONIC COPY and 1 PAPER COPY of required materials** to the Planning and Community Services Department, to include:

Zoning Compliance Permit, completed and signed with applicable permit fee.

Site Plan, including all existing and proposed structures, decks/porches, driveways, off-street parking, loading areas, property lines, watercourses and easements (drawn to scale with **setback** measurements from property lines labeled).

Landscaping Plan, showing how the property will be landscaped in adherence to the landscaping requirements of the zoning district the commercial project is located in.

Building Elevation Plans (drawn to scale with measurements labeled).

Floodplain location information (**If Applicable**) – If property may be located in a floodplain, contact the Yellowstone County Floodplain Administrator, Yellowstone County Courthouse, 217 N. 27th Street, 4th Floor, (406) 256-2775

III. Planning Department Permit Processing

- **Planning and Community Services Department reviews the application materials and may make a site inspection.** Completed applications will usually be reviewed within 5 working days for residential permits and within 20 working days for commercial permits.
- **Planning Division notifies the applicant whether the application is approved or denied.**
- **If approved, applicant builds structure** in accordance with the specifications submitted in the Zoning Compliance Permit, and in compliance with the requirements of the applicable zoning regulations.

Section 27-623. County Zoning Compliance Permit

A Zoning Compliance Permit is only required for properties that are located outside the limits of the City of Billings but within the Unincorporated Jurisdictional Area.

No change of land use may be made; or no building or other structure shall be erected, moved, enlarged, rebuilt, added to, or structurally altered without first having received a Zoning Compliance Permit issued by the Zoning Coordinator or his/her designee, who shall determine that the permit is issued in compliance with the regulations set forth in this Resolution/Ordinance. The review of a Zoning Compliance Permit application shall be limited only to a review of the applicable zoning regulations and shall not constitute a review of compliance with any applicable building codes. A separate sign permit is required prior to the erection of any sign.

Each application for a Zoning Compliance Permit shall be accompanied by a site plan, building elevations and any other information requested by the Zoning Coordinator to adequately review the proposed project. Additionally, commercial projects require submittal of a landscaping plan and a site plan showing off-street parking, loading, etc. The Board of County Commissioners may set an application fee by Resolution for review of a Zoning Compliance Permit. The Zoning Coordinator or his/her designee may waive the submittal requirements for some of the above mentioned plans. Zoning Compliance Permits are valid for a period of six (6) months from the date of approval and may be extended for an additional six (6) months with written approval from the Zoning Coordinator.

If the structure was manufactured off-site and built to IBC standards, please provide the Factory Built Building (FBB) number # _____

Number of dwelling units: _____

Total Square feet (including garages and unfinished spaces): _____

Building Height (calculated according to zoning regulation definition): _____

(Commercial Only) Landscaping Coverage: _____ sq.ft.

(Commercial Only) Number of Off-Street Parking Spaces: _____

Description of other existing structures on the property: _____

AGREEMENT

The undersigned hereby certifies that the information submitted in this application is true and correct; and that the proposed work shall be done in accordance with the plans and specifications submitted in this application, and in compliance with the requirements of the applicable zoning regulations.

Applicant's signature _____ **Date** _____

FOR OFFICE USE ONLY

CC/Cash/Check # _____ Amount: _____ Rect. #: _____

Date Received: _____ Date Completed: _____

Approved: ___ Denied: ___

Comments:

Approved by: _____ Title: _____ Date: _____
Signature

How to Create a Site Plan

Site Plan: A drawing of a property as seen from above, including, but not limited to a north arrow and date. Show proposed improvements with the exact size, shape and location of all existing and proposed buildings and structures, parking areas, driveways, walkways and patios.

1. Use a Scale

Choose a standard scale, either an Architectural or Engineering Scale and note the numeric scale used on the plan (i.e. 1 inch =20 feet).

2. Draw Property Lines

Label all dimensions in feet.

A plat of the neighborhood may help you in determining the dimensions of the parcel. This may be available from the City/County Planning Department.



Show the property lines and note the dimensions

3. Draw all Buildings and Structures on the Plan

- Show existing buildings and structures as a solid line and all additions as a dashed line .
- Be sure to show the precise footprint of all buildings or structures including, but not limited to steps, decks, porches and fences.

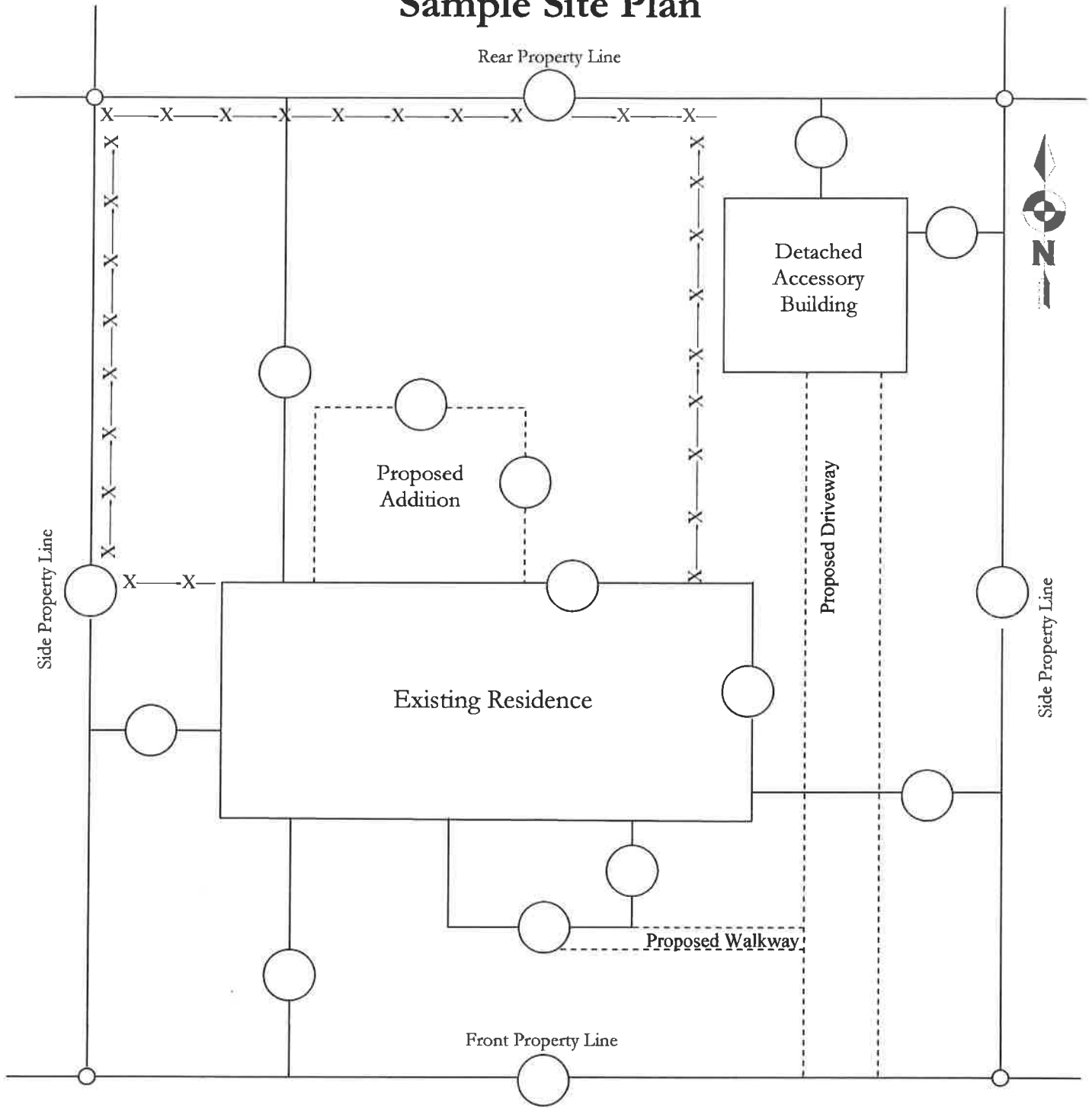
4. Draw Driveway and Parking on the Plan

Show all parking areas, driveways, walkways and patios in their precise locations in relation to your property lines and with their accurate footprint. Show proposed paved areas with a dashed line.

5. Other Items that must be on the Plan

Tax ID#, Address, Property Owner, name of neighborhood and an arrow pointing north. Easements if known, landscape buffers if required.

Sample Site Plan



Street Name and House Number
100 Main Street

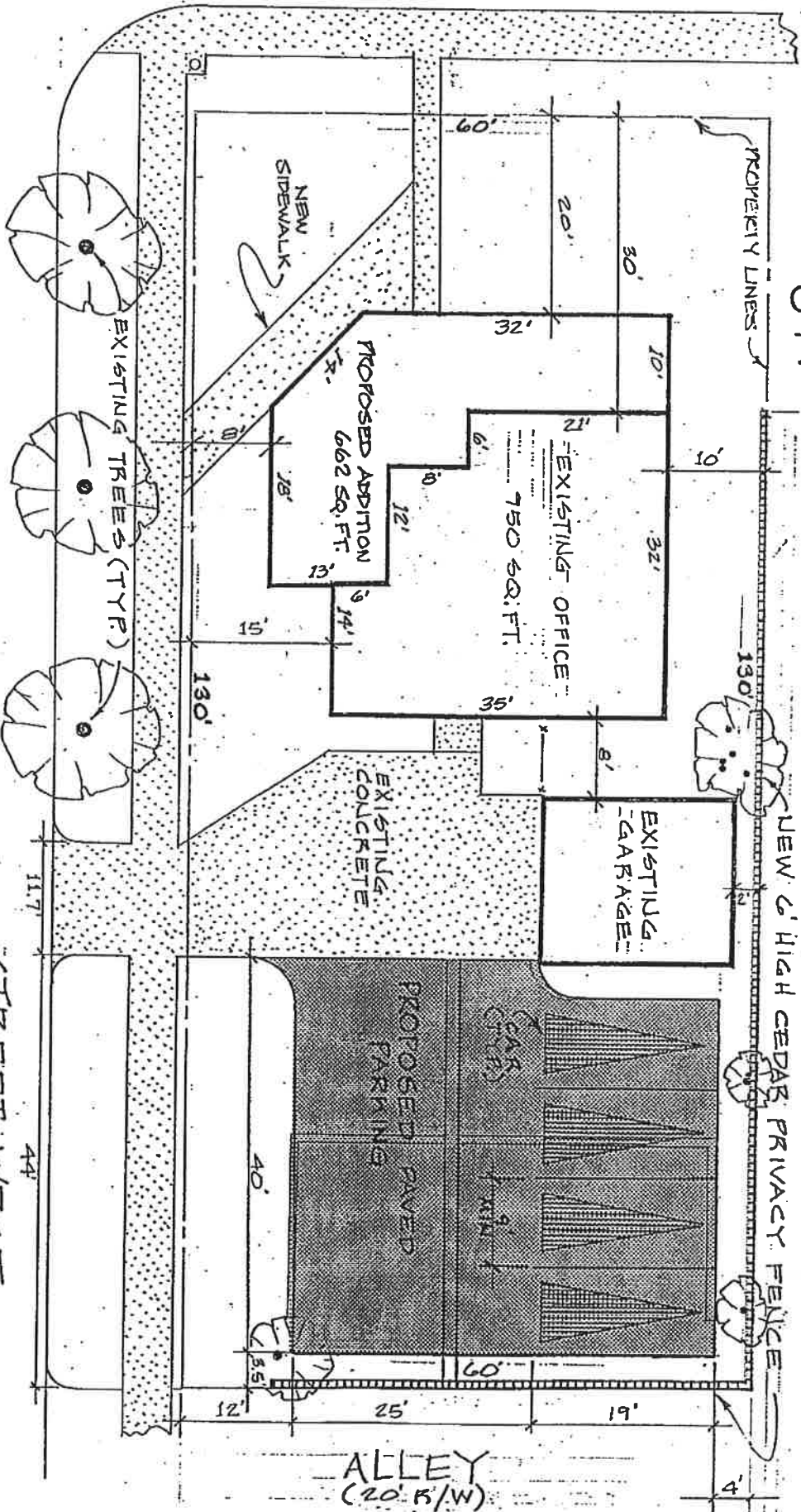
Note: On the site plan you create please show distances in feet where you see circles shown on the Sample Site Plan above.

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.

SAMPLE SITE PLAN

PROPOSED SMITH OFFICE BLDG. ADDITION
 2732 WATER AVE. Lot 12, Block 7, WATER SUB.

WATER AVENUE
 (70' R/W)



STREET WEST
 (60' R/W)

ALLEY
 (20' R/W)

