# Planning and Community Services Department

2825 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 2 COPIES of required materials** and $43.00 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 2 COPIES 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.

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ZONING COMPLIANCE PERMIT

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**Permit #_____ Fee $43.00**

**Application Information**

Applicant Name: _____ Phone: _____

Applicant Address: _____Email:_____
(Mailing address: please include City, State, Zip)

Property Owner Name: _____Phone_____

Property Owner Address: _____
(Mailing address: please include City, State, Zip)

**Property Information**

Property Address: _____

Section, Township, Range: _____ Zoning District: _____

Lot size: _____ sq.ft. Lot area covered by structure(s): _____sq.ft.
_____%

Subdivision/COS: _____ Block: _____ Lot: _____

**Building Information**

Type and use of proposed structure(s): _____

Building separation in feet (for multiple buildings on one lot):_____

Is structure manufactured off-site? Yes / No --- If yes, was it built to Federal Department of Housing and Urban and Development (HUD) or International Building Code (IBC) standards? Yes / No

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**