



DEVELOPMENT SERVICES

435 RYMAN • MISSOULA, MT 59802 - 4297 • (406) 552-6630 • FAX:

**MISSOULA CITY BOARD OF ADJUSTMENT
APPLICATION**

Date: _____

Meeting Date: _____

Applicant Name: _____

Address: _____ Phone _____

Agent Name: _____

Address: _____ Phone: _____

Project Address/Location: _____

Request Type: _____

The following items must be submitted as part of the application:

Legal Description

Lot(s): _____; Block(s): _____; Subdivision: _____

Section: _____; Township: _____; Range: _____

COS# _____

Zoning: _____

11 PACKETS CONTAINING THE FOLLOWING ITEMS:

- a. Application**
- b. Cover Letter**
- c. Site Plan/ Landscaping Plan – 11” x 14” or smaller (to scale)**
- d. Elevation Drawings – 11” x 14” or smaller (to scale)**
- e. Topography Map, if applicable – 11” x 14” or smaller (to scale)**
- f. Floor Plan**

MISSOULA CITY BOARD OF ADJUSTMENT APPLICATION

APPLICANT'S RESPONSIBILITY

The burden of proof for an applicable hardship and justification of proposal lies with the applicant. The applicant or the applicant's agent must be present at the meeting. Failure to appear at the meeting is grounds for denial of the variance request.

CHAPTER 20.90.010, BOARD OF ADJUSTMENT, AUTHORITY

A board of adjustment is established as authorized by §76-2-321 through §76-2-328, MCA. The board of adjustment is responsible for conducting public hearings and making decisions in accordance with the procedures of this zoning ordinance and state law.

BOARD OF ADJUSTMENT HAS THE AUTHORITY TO REVIEW:

1. Variance Requests (Section 20.85.090)
2. Appeals of Administrative Decisions (Section 20.85.100)
3. Special Exceptions (Section 20.75.090) and Sign Variances (Section 20.75.130)

VARIANCE APPROVAL

An approved zoning variance will lapse and have no further effect **2 years** after it is granted by the board of adjustment or 2 years after a final court order is issued (if the variance is the subject of litigation), unless **all** of the following occur:

- a) a building permit has been issued (if required);
- b) a zoning compliance permit has been issued; and
- c) a final certificate of zoning compliance has been issued.

I hereby attest that the information on this application form is accurate and complete.

Property Owner's Signature _____ **Date** _____

I, _____, owner of the said property authorize _____ to act as my agent in this application.