



## COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

435 RYMAN | MISSOULA, MT 59802-4297 | 406.552.6630 | FAX 406.552.6053

# MISSOULA CITY PUBLIC FORUM 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: \_\_\_\_\_

### PACKETS MUST CONTAIN THE FOLLOWING ITEMS

Provide the following information as pdf's emailed to the Zoning desk staff at [ZoningDesk@ci.missoula.mt.us](mailto:ZoningDesk@ci.missoula.mt.us) Staff will review the application for completeness and provide any corrections. Once a complete application and the fee is received staff will provide a schedule for the public hearing date.

- a. **Application**
- b. **Cover Letter**
- c. **Site Plan & Landscaping Plan (to scale)**
- d. **Elevation Drawings (to scale)**
- e. **Topography Map, if applicable (to scale)**
- f. **Floor Plan**



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## **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.

## **STATUTORY AUTHORITY**

A public forum process is established as authorized by §76-2-402 MCA. Whenever an agency proposes to use public land contrary to local zoning regulations, a public hearing must be held and the agency shall attend the public hearing. The City Council is responsible for conducting public hearings.

## **TITLE 20, SECTION 20.85.095 PUBLIC FORUM**

Title 20, Section 20.85.095 includes the process to implement the Public Forum provisions in state law. An “agency” means a means a board, bureau, commission, department, district, an authority, or other entity of state or local government.

The City Council shall hold a hearing within 30 days of the date the agency gives notice of its intent to develop land contrary to local zoning regulations and pays the application fee. The City Council shall hold the public hearing as a public forum and shall have no power to deny or condition the proposed use, but shall act only to allow a public forum for comment on the proposed use.

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**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.**