



Development Services

Department

201 1st Avenue East
Kalispell, MT 59901
Phone (406) 758-7940

GROWTH POLICY AMENDMENT

Email: planning@kalispell.com

Website: www.kalispell.com

Project Name

Property Address

NAME OF APPLICANT

Applicant Address

City, State, Zip

If not current owner, please attach a letter from the current owner authorizing the applicant to proceed with the application.

OWNER OF RECORD

Owner Address

City, State, Zip

CONSULTANT (ARCHITECT/ENGINEER)

Address

City, State, Zip

POINT OF CONTACT FOR REVIEW COMMENTS

Address

City, State, Zip

List ALL owners (any individual or other entity with an ownership interest in the property):

Legal Description (please attach a full legal description for the property and a copy of the most recent deed).

Before the application will be deemed to be accepted for review, our office must receive an approval of the legal description from the Flathead County Plat Room. Please submit the legal description to their office (plat@flatheadcounty.gov).

Total area of property (acres) _____

Please provide the following information in a narrative format with supporting drawings or other format as needed:

1. An overall description of the issues, goals and policies associated with the proposed development.
2. Project feasibility and a schedule showing the timeframe in which each phase will be completed.
3. A showing of the conformance of this amendment with the growth policy overall.
4. A convincing showing of need.
5. A showing of neighborhood compatibility. Where there are more intensive uses or incompatible uses planned within the plan area or on the boundaries, how the impacts of those uses would be mitigated.
6. A showing of transportation impacts and general proposed mitigation measures.
7. A listing of the environmental impacts associated with the plan amendment.
8. A listing of all known site hazards and general mitigation strategies
9. A strategy for the adequate provision of local services:
 - a. Water
 - b. Sewer
 - c. Police
 - d. Fire
 - e. Parks & open spaces, trails and pedestrian ways
 - f. Storm Water
 - g. Schools
 - h. Gas and Electricity
10. A showing of the appropriateness of the proposed location of the project.
11. The extent to which the plan departs from the existing growth policy and the reasons why such departures are deemed to be in the public interest.
12. Include site plans, drawings and schematics with supporting narratives where needed that includes the following information:
 - a. Property boundary locations.
 - b. Site hazards or environmental constraints including area of steep slopes (10% and 25%), floodplain and flood way, drainage or streams;
 - c. Total acreage, current growth policy designation and present zoning classifications;
 - d. Growth policy and zoning classification of all adjoining properties;
 - e. Assignment of major land use categories. A showing of density and intensity of major land uses including, for example, dwelling units per gross acre, square footages of commercial/acre, square footage of industrial uses/acre, potential public facilities and buildings, open space uses, etc.
 - f. Collector and arterial road systems. Any unusual road features (bridges, frontage roads, etc.)
 - g. Location and type of significant open space, common areas or substantial buffers, and major pedestrian trail systems;
 - h. Proposed schedule of completions and phasing of the development, if applicable;
 - i. Existing covenants, conditions and restrictions which would significantly alter development within the area;
 - j. Special or unusual design features intended to mitigate identified site hazards.
 - k. Any other information that may be deemed relevant and appropriate to allow for adequate review.

APPLICATION PROCESS

(application must be received and accepted by the
Kalispell Planning Department **35 days prior** to the
Planning Commission Hearing)

A pre-application meeting with a member of the planning staff is required.

Application Contents:

1. Completed application form & attachments
2. A bona fide legal description of the subject property and a map showing the location and boundaries of the property.
*Note - verify with the Flathead County Plat Room that the legal description submitted is accurate and recordable. They can be reached at (406) 758-5510.
3. Electronic copy of the application materials submitted. Either copied onto a disk or emailed to planning@kalispell.com (Please note the maximum file size to email is 20MB)

4. Application fee based on the schedule in the link below, made payable to the City of Kalispell:

<https://www.kalispell.com/DocumentCenter/View/447/Planning-Fees-Schedule-2023-PDF?bidId=>

Fee Calculation Worksheet

Base Fee: _____
Per Acre Fee (if applicable) _____
Total Fee: _____

*** Effective October 1, 2025, a 3% processing fee will be applied to all credit card transactions. ***

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the Kalispell City staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature _____

Date _____