



Development Services

Department

201 1st Avenue East

Kalispell, MT 59901

Phone (406) 758-7940

CONDITIONAL USE PERMIT

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).



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1. Zoning District and Zoning Classification in which use is proposed:

2. Attach a site plan of the affected lot which identifies the following items:

- a. Vicinity map and surrounding land uses _____
- b. Dimensions and shape of lot _____
- c. Topographic features of lot _____
- d. Size(s) and location(s) of existing buildings _____
- e. Size(s) and location(s) of proposed buildings _____
- f. Existing use(s) of structures and open areas _____
- g. Proposed use(s) of structures and open areas _____
- h. Existing and proposed landscaping, screening, fencing, open space & signage _____
- i. Existing and proposed parking, loading, lighting & traffic circulation _____
- j. Existing and proposed garbage collection, streets & utilities _____
- k. Floodplain if applicable _____
- l. Adjacent sidewalks & bike trails _____

3. Attach Building Elevations - (drawing of any proposed building and/or addition showing views from north, south, east and west)

4. On a separate sheet of paper, discuss the following topics relative to the proposed use (please elaborate beyond referencing materials listed above):

- a. Traffic flow and control _____
- b. Access to and circulation within the property _____
- c. Off-street parking and loading _____
- d. Refuse/garbage collection and service areas _____
- e. Utilities (water, sewer, electric, etc.) _____
- f. Screening and buffering _____
- g. Signs, yards and other opens spaces _____
- h. Height, bulk and location of structures _____
- i. Location of proposed open space uses _____
- j. Hours and manner of operation _____
- k. Noise, light, dust, odors, fumes, vibration, glare and heat _____
- l. Storm drainage _____
- m. Fire/Police _____

5. Attach supplemental information for proposed uses that have additional requirements (consult Planner)

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

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 Unit or 10 trips Fee: _____
Total Fee: _____

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