Cascade County Special Use Permit Application

General Information

A Special Use Permit (SUP) is required for uses in which conformance to additional standards will be required due to characteristics that are unique and special to the use. SUPs are to be issued for one specific use and are required for each tract of land. Legally issued SUPs shall expire one year after the date of approval if construction, or the use permitted, has not started. A one-time only six (6) month extension may be granted by the Zoning Board of Adjustment (ZBOA) upon request. SUP applications require a non-refundable application fee of four hundred and fifty dollars ($450.00). Each SUP application shall be accompanied by an Location/Conformance (L/C) Permit application for changes in use and/or structures associated with the SUP application.

Application Information

Property Owner Name: Signature Homes LLC
Applicant Name: Signature Homes LLC
Application Type: □ Change of Use ■ New Structure(s)
Special Use Call Out: Townhome

Understanding the Regulations

The proposed use must be specifically mentioned as a category in Uses Permitted Upon Issuance of a Special Use Permit within Section 7 of the Cascade County Zoning Regulations. Portions of the County Zoning Map and the Zoning Regulations are available at the Cascade County Website at http://departments.cascadecountymt.gov/planning.

Steps of the Application Process

(1) Schedule a Pre-Application meeting with planners to ensure the project will meet the standards for Special Use Permits as outlined within Section 7 of Cascade County's Zoning Regulations.
(2) Complete, sign and submit a Special Use Permit application, Location/Conformance Permit application and a Use Statement Form, with the $450.00 application fee to Planning Staff.
(3) Diagrams, business plans, photographs and other documents may be requested as part of a complete application, depending on the applicant's proposal.
(4) Planning Staff will notify interested agencies of the proposed project to request comments for the application.
(5) Planning Staff will schedule a public hearing before the Cascade County Zoning Board of Adjustment;
(6) Legal notice will be published twice in the Great Falls Tribune with at least six (6) days separating each publication.
(7) Notice will be sent to all adjacent landowners via certified mail.
(8) Planning Staff will present the application to the Zoning Board of Adjustment along with recommendations, based on findings of facts.
(9) The Zoning Board of Adjustment will make a determination on the application; three (3) affirmative votes are needed to issue the permit.
(10) Upon written notice from the Planning Staff, the applicant may begin the permitted special use.

Updated May 14, 2019
Permits may be revoked or expire for the following reasons:

a. The Zoning Board of Adjustment finds them in violation of the conditions of the permit or another regulation/ordinance.

b. Approval is valid for one particular use and shall expire one year after the date of approval, if construction or the use has not started. The Zoning Administrator may grant a one-time only 6 month extension on the Zoning Board of Adjustment Approval.

c. The Special Use Permit shall expire if the use ceases for six (6) months for any reason. Any future extension requests must be granted by the Zoning Board of Adjustment prior to the date of expiration.

SUP General Impacts Criteria

Explain how the proposed use contributes to, hinders, or otherwise impacts each of the criteria below. All criteria must be discussed. If criteria are not applicable, please explain why. Attach drawings, additional text, site plans, and any other documents that will assist staff and the board in reviewing the proposed use. The more information you can provide, the easier it is for staff and the Zoning Board of Adjustment to review the application.

1. The proposed development will not materially endanger the public health or safety.
   a. Traffic conditions in the vicinity, including the effect of additional traffic on streets and street intersections, and sight lines at street intersections and approaches:

   Proposed development will not endanger public health or safety
   Additional traffic will be at a very minimum, an additional one or two vehicles a day traveling along adjacent road.

   b. Provision of services and utilities, including sewer, water, electrical, telecommunications, garbage collections, and fire protection:

   Proposed development will not affect services and all utilities are either on the property already, or will be installed, (well & Septic)

   c. Soil erosion, sedimentation, and stormwater run-off:

   Proposed development will not effect the public health. We will not be changing grades to effect run-off or moving enough dirt to effect erosion.

   d. Protection of public, community, or private water supplies, including possible adverse effects on surface waters or ground water:

   Proposed development will have its own independent water supply approved by the DEQ and therefore will have no impact on surrounding private or public water supplies.
(2) The proposed development is a public necessity, or will not substantially impact the value of adjoining property.
   a. The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.

   Each Townhome unit is a Single family dwelling unit in Character with all surrounding homes.

   b. Whether the proposed development is so necessary to the public health, safety, and general welfare of the community or County as to justify it regardless of its impact on the value of adjoining property.

   Not applicable

(3) The proposed development will be in harmony with the area in which it is located.
   a. The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.

   Each townhome will be in the $300,000 to $350,000 value range. The designs & colors will be professionally designed to fit in with the surrounding developments. Proposed development should have a positive impact on surrounding properties.

   b. Consistency with the municipal and joint land use plans incorporated by the Growth Policy.

SUP Growth Policy Criteria

Explain how the proposed use will be consistent with each of the Cascade County Growth Policy goal objectives. All objectives must be discussed. If an objective is not applicable, please explain why. The more information you can provide, the easier it is for staff and the Zoning Board of Adjustment to review the application.

**Goal 1: Sustain and strengthen the economic well-being of Cascade County’s citizens.**

**Objectives:**

A. Stimulate the retention of existing businesses and expansion of existing businesses, new businesses, value-added businesses, wholesale and retail businesses, and industries including agriculture, mining, manufacturing/processing and forest products.

   There is a need for new construction townhomes in the city and county. This type of development helps retain or even grow population which in turn is good for all surrounding businesses.

B. Stabilize and diversify the county’s tax base by encouraging the sustainable use of its natural resources.
There is a need for new construction townhomes in the city and county. This type of development helps retain or even grow population which in turn is good for all Tax bases.

C. Identify and pursue primary business development that complements existing business, which is compatible with communities, and utilizes available assets. Identify and pursue targeted business development opportunities to include, but not limited to, manufacturing/heavy industry, telecommunication, and youth/social services.

Not Applicable

D. Promote the development of cultural resources and tourism to broaden Cascade County’s economic base.

Not Applicable

E. Foster and stimulate well-planned entrepreneurship among the county’s citizenry.

Not Applicable

F. Promote a strong local business environment. Encourage and strengthen business support mechanisms such as chamber of commerce, development organizations and business roundtable organizations.

There is a need for new construction townhomes in the city and county. This type of development helps retain or even grow population which in turn is good for all surrounding businesses.

G. Improve local trade capture for Cascade County businesses. Promote local shopping as well as well-planned businesses and new businesses.

There is a need for new construction townhomes in the city and county. This type of development helps retain or even grow population which in turn is good for all surrounding businesses.

H. Network with and support other economic development efforts in the region and statewide, in recognition of Cascade County’s interdependence with other communities and to leverage available local resources.

Not Applicable

I. Encourage the growth of the agricultural economy.
J. Stimulate the growth of the economy by encouraging the use of alternative methods of energy production, including wind energy.

Goal 2: Protect and maintain Cascade County’s rural character and the community’s historic relationship with natural resource development.

Objectives:

A. Foster the continuance of agriculture and forestry in recognition of their economic contribution and the intrinsic natural beauty of grazing areas, farmlands and forests.

B. Preserve Cascade County’s scenic beauty and conserve its forests, rangeland and streams, with their abundant wildlife and good fisheries.

C. Preserve Cascade County’s open space setting by encouraging new development to locate near existing towns and rural settlements and by discouraging poorly designed, land subdivisions and commercial development.

The design of Proposed development has been well thought out. There is a huge demand for new Townhomes in the city and county.

D. Assure clean air, clean water, a healthful environment and good community appearance.

Proposed development will not have an impact on the air or water. It will provide excellent community appearance.
E. Support the development of natural resources including but not limited to timber, mining, oil and gas production and renewable energy production.

Not Applicable

F. Continue to work with federal and state agencies to redevelop properties within Cascade County which are currently undergoing Superfund and Brownfields processes.

Not Applicable

Goal 3: Maintain agricultural economy.

Objectives:

A. Protect the most productive soil types.

Not Applicable

B. Continue to protect soils against erosion.

All disturbed soils will be controlled and replanted with natural grass as soon as possible.

C. Protect the floodplain from non-agricultural development.

Not Applicable

D. Support the development of value-added agricultural industry in Cascade County utilizing the products from the regional area.

Not Applicable
Goal 4: Retain the presence of the US Military in Cascade County

Objectives:

A. Encourage the federal congressional delegation to actively support maintaining the current mission status at a minimum.

Proposed development will increase housing, which supports US military presence

B. Promote the location of additional military missions in Cascade County.

Proposed development will increase housing, which supports US military presence

C. Encourage the reactivation of the runway at Malmstrom Air Force Base for fixed wing operations.

Not Applicable

D. Refer to the Joint Land Use Study for resolving conflicts and promoting mission compatible development.

Not Applicable

Goal 5: Preserve and enhance the rural, friendly and independent lifestyle currently enjoyed by Cascade County’s citizens.

Objectives:

A. Maintain Cascade County’s citizens independent lifestyle and minimize local governmental intervention, to the extent possible, consistent with the requirements of a continually evolving economy and constantly changing population.

Proposed development will increase housing, which supports the counties changing population

B. Preserve and promote Cascade County’s rich cultural heritage, rooted in natural resource development and reflected in its numerous cultural/historic sites and archaeological areas.

Not Applicable

Updated May 14, 2019
C. Promote fire prevention measures throughout the county, giving special emphasis to the extreme fire hazards present at the wildland-urban interface.

Not Applicable

D. Encourage the continued development of educational programs and facilities, recreational opportunities and spaces and health services for all county residents.

Not Applicable

ATTEST: I hereby certify that the information given herein is true and correct to the best of my knowledge. There are no restrictions placed upon my property which would prohibit the issuance of this permit. If there are any restrictions, then this permit shall become null and void. I hereby grant permission to any Cascade County Zoning Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

Printed Name of Applicant: Signature Homes LLC
Signature of Applicant: [Signature] Date: 30 Mar 2020

Printed Name of Property Owner: Signature Homes LLC
Signature of Property Owner: [Signature] Date: 30 Mar 2020
Fee:  □ Application ($450.00)  Payment Type:  □ Check No.: _____________  □ Cash
Date Application Received: ___________  Application Number: ___________
ZBOA Public Hearing Date: ___________  □ Completed L/C Application(s)  □ Completed Use Statement
Date Application Approved: ___________  Associated L/C Permit Number(s): ___________
Approved Permit Number: ___________
Approved by (staff): __________

### Review Items

<table>
<thead>
<tr>
<th>SUP General Impacts Applicant Response Review</th>
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<tbody>
<tr>
<td>1.a. Insufficient</td>
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<td>1.b. Insufficient</td>
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<td>1.c. Insufficient</td>
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<tr>
<th>SUP Growth Policy Criteria Applicant Response Review</th>
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<tr>
<td>Goal 1. A. Insufficient</td>
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<td>Goal 5. D. Insufficient</td>
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The Use Statement Form is required for all Special Use Permit applications and is designed to provide pertinent information about the proposed use. It is important that the use statement provides a complete understanding of your proposal. The use statement that you submit must address all the following items that apply to your proposal. Your use statement must be written in on this form or written in a legible manner on a separate sheet of paper and submitted with your Special Use Permit application in print or by email. If your responses are written on a separate sheet of paper, indicate the number of each response corresponding with the item numbers listed below. Where a definite answer cannot be provided for any of the items below, provide an estimate and indicate any uncertainty. Begin by indicating all relevant uses of the proposal below and proceed to address each item. The form will not be considered complete without a signed and dated submission by the landowner and/or applicant.

Use type (check all that apply): ☑ Residential  □ Commercial  □ Industrial

If the proposed use is residential only then only questions 1-6 are required. For uses that are commercial and/or industrial all questions must be addressed. If the item does not pertain to the proposed use, then indicate that the item does not apply.

1. Nature of the use - what do you propose to do and how do you plan to do it? Describe in detail.

   Build and construct a two unit townhome on existing lots.

2. Access to the site:

   ■ Public Road  □ Private Road  Surface: □ Paved  □ Gravel  □ Dirt

   Indicate the planned access points in the site plan. If a new approach will be required, contact either Montana Department of Transportation or County Road and Bridge Division.

3. Describe any planned advertising or signage. Include the size, appearance, and placement.

   None

4. Will existing buildings be used, or will new buildings be constructed (or both)? Indicate new and old buildings or structures on the required site plan.

   New structure
5. Will any landscaping or fencing be developed? If so, describe the type of landscaping and/or fencing elements planned. Use reference to the site plan for clarity.

Residential Landscaping will be installed

6. Does the proposed use require any other local, state, or federal permits or licensing? If so, indicate the permits and/or licenses and when they will be acquired. If the permit and/or license has already been acquired, provide the permit and/or license number.

Septic permit, Location conformance permit. Permits will be pulled prior to construction

If the proposed use is residential only, you may stop here and sign at the end of the form.

7. Operational time limits:
   Months (if seasonal): from ___________ to ___________
   Days per week: ________________
   Hours: from ___________ to ___________
   Total hours per day: ________________
   Special activities: ____________________
   Frequency: ________________
   Hours: from ___________ to ___________
   Are these indoors or outdoors? ________________

8. Expected number of customers or visitors:
   Average per day: ________________
   Maximum per day: ________________
   Hours (when they will be there): from ___________ to ___________

9. Number of employees:
   Current: ________________
   Future: ________________
   Hours they work: from ___________ to ___________
   Do any live on-site as a caretaker? ________________

10. Service and delivery vehicles:
    Number: ________________
    Type: ________________
    Frequency: ________________
11. Number of parking spaces for employees, customers, and service/delivery vehicles:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

12. Are any goods to be sold on-site? If so, are these goods grown or produced on-site or at some other location? Explain.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

13. What equipment is used? If available, provide pictures or a brochure.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

14. What supplies or materials are used and how are they stored?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

15. Does the use produce any of the following by-products which may be considered a nuisance?
   □ Noise          □ Glare          □ Dust          □ Odor          □ Smoke
   □ Other __________________________

   If so, explain how this will be reduced or eliminated?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

16. Does the proposed use involve livestock animals? If so, provide the types of livestock and the approximate number of each type of animal involved.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
17. Will any solid or liquid wastes be produced (other than septic system waste)? If so, list (for each): (1) the type(s) of waste; (2) the estimated volume of waste; (3) how and where it will be stored; (4) how it will be hauled; (5) where it will be disposed at and how often.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

18. Estimated volume of water to be used (gallons per day) and the source of water:

________________________________________________________

________________________________________________________

19. Explain which buildings or what portion of buildings will be used in the operation. Use reference to the indicated structures or buildings in the site plan for clarity.

________________________________________________________

________________________________________________________

________________________________________________________

20. Will any buildings or portions of buildings be rented or leased? □ Yes □ No

21. Will any outdoor lighting or an outdoor sound amplification system be used? If so, describe how and when they will be used.

________________________________________________________

________________________________________________________

________________________________________________________

22. Is there any other information that will provide a clear understanding of the project or operation?

________________________________________________________

________________________________________________________

________________________________________________________

ATTEST: I hereby certify that the information given herein is true and correct to the best of my knowledge and acknowledge that the information provided herein may be binding upon issuance of an approved Special Use Permit with conditions.

Printed Name of Applicant: Signature Homes LLC

Signature of Applicant: ___________________________ Date: 30 Nov 2020

Printed Name of Owner: Signature Homes LLC

Signature of Owner: ___________________________ Date: 30 Nov 2020

Updated May 14, 2019
A Location/Conformance (L/C) permit is required: (1) for all changes of land use and commercial activities within Cascade County jurisdiction and (2) prior to the construction of all buildings and structures two-hundred (200) square feet or larger on all lands within Cascade County jurisdiction. L/C permits are not required for “site preparation,” as defined in the Cascade County Zoning Regulations (CCZR). L/C permits are to be issued for one use and are required for each tract of land. Legally issued L/C permits shall expire one year after the date of approval if construction or the use permitted has not started. A one-time only twelve (12) month extension may be granted by the Zoning Administrator upon request. L/C permit applications require a non-refundable application fee of fifty dollars ($50.00) unless non-site preparation work started prior to the issuance of an L/C Permit; post-work projects require a non-refundable application fee of two-hundred dollars ($200.00).

Project Information

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<tr>
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<th>51 Silver Mine Lane, Great Falls, MT 59405</th>
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<td>Estimated Project Value ($)</td>
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<th>Township</th>
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<th>Range</th>
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<tr>
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<th>Signature Homes LLC</th>
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<tr>
<td>Address</td>
<td>401 3rd Ave N, Great Falls, MT 59401</td>
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<tr>
<td>Phone Number</td>
<td>406-788-2489</td>
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<tr>
<th>Applicant (Contractor, Engineer, etc.)</th>
<th>Signature Homes LLC</th>
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<tr>
<td>Address</td>
<td>1725 Whispering Ridge Drive</td>
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<tr>
<td>Phone Number</td>
<td>406-868-9498</td>
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<th>□ Change of use</th>
<th>□ New build/alteration</th>
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<td>□ Mobile Home</td>
<td>□ Sign</td>
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<td>□ Industrial</td>
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<tr>
<td>□ Garage/Shop/Barn</td>
<td>□ Home Occupation</td>
<td>□ Other</td>
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<tr>
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<th>Number of proposed structures 1</th>
<th>Total proposed structure area (sq. ft.) 3300</th>
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<td>Total area of alteration (sq. ft.)</td>
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<th>Type of sewage disposal</th>
<th>Multi Family Septic</th>
<th>Source of water supply</th>
<th>Private Well</th>
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</table>

Updated January 7, 2019

Continued on back, Page 1 of 3
Submission Checklist

Location/Conformance Permit applications shall be submitted to the Cascade County Planning Office for review. The following checklist must be completed and signed by the applicant before the application can be reviewed. Where applicable, all required permits/forms must be attached to the application.

- A site plan prepared at a scale not less than one inch equals one-hundred feet (1” = 100’) containing, where applicable, the following minimum information:
  - Name and address of applicant.
  - Legal description and boundary lines of property being considered for review.
  - Existing and proposed land use upon the site.
  - Names of owners and existing land use on adjacent property.
  - Location, size, dimensions and uses of existing and proposed buildings and improvements.
  - Location and description of existing and proposed utilities.
  - Location and dimensions of curb cuts and access points.
  - Location, size, dimensions and number of off-street parking spaces, including on-site vehicular driveways and type of surface improvements.
  - Location and type of existing and proposed landscaping or buffering.
  - Location, type and height of existing and proposed fencing and screening.
  - Location, type and height of sight-obscuring improvement surrounding areas of storage for raw materials, finished products, machinery and equipment.

- Floodplain permit (attached). This is required if the project is in a regulated floodplain.

- Approach permit (attached). This is required if the proposed approach is from a county or state road.

- Addressing application (attached). This is required if the subject property needs a structure addressed.

- Septic permit (attached). This is required for projects installing a septic system, re-utilizing a pre-existing septic system, or increasing the capacity of a pre-existing septic system on the subject property.

- General Permit for Storm Water Discharge Associated with Construction Activity (attached). This is required for projects that will disturb an acre or more of land.

Attestation Statement and Signature

I hereby certify that the information given herein is true and correct to the best of my knowledge. There are no restrictions placed upon my property which would prohibit the issuance of this permit. If there are any restrictions, then this permit shall become null and void. I hereby grant permission to any Cascade County Zoning Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

Signature of Applicant: [Signature] Date: 30 May 2020

Signature of Property Owner: [Signature] Date: 30 May 2020

Updated January 7, 2019
### Office Use Only

**Fee(s):**
- [ ] Pre-work ($50.00)
- [ ] Post-work ($200.00)
- [ ] Addressing ($25.00)

**Payment Type:**
- [ ] Check No.: __________________
- [ ] Cash

**Date Application Received:** __________________

**Date Application Approved:** __________________

**Approved Permit Number:** __________________

**Associated SUP Number:** __________________

#### Review Items

**Zoning District:** __________________

**Restrictions/Covenants:**
- [ ] Yes
- [ ] No

**Physical/Legal Access:**
- [ ] Yes
- [ ] No

**Setback Requirements (ft):**
- Front: ______________
- Rear: ______________
- Side: ______________

**Parking Requirements:**
- Existing: ______________
- Required: ______________
- Proposed: ______________

**Landscaping Requirements:**
- Frontage Option: ______________
- Buffer Option: ______________

**Administrative Relief Requested:**
- [ ] Yes
- [ ] No

**Administrative Relief Granted:**
- [ ] Yes
- [ ] No

**Height Requirements:**
- [ ] Airport Zone: ______________
- [ ] Military Overlay District: ______________

**Floodplain:**
- [ ] Yes
- [ ] No

**Variance Request:**
- [ ] Yes
- [ ] No

**Variance Approval Attached:**
- [ ] Yes
- [ ] No

**Approach Permit:**
- [ ] Yes
- [ ] No

**Approach Permit Attached:**
- [ ] Yes
- [ ] No

**City-County Health Department Approval:**
- [ ] Yes
- [ ] No

**Permit Attached:**
- [ ] Yes
- [ ] No

**Addressing Approval Attached:**
- [ ] Yes
- [ ] No

#### Data Collection

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<tr>
<th>Permit Category</th>
<th>[ ] Residential</th>
<th>[ ] Public/NGO</th>
<th>[ ] Commercial</th>
<th>[ ] Industrial</th>
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<tbody>
<tr>
<td><strong>Permit Type</strong></td>
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<tr>
<td>[ ] Dwelling Unit(s)</td>
<td>Administrative, Waste Management and Remediation Services</td>
<td>Agriculture, Forestry, Hunting or Fishing</td>
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<tr>
<td>[ ] Utilities</td>
<td>Transportation and Warehousing</td>
<td>Arts, Entertainment, Recreation</td>
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<tr>
<td>[ ] Manufacturing</td>
<td>Mining, Quarrying, O &amp; G</td>
<td>Accommodation and Food Services</td>
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<tr>
<td>[ ] Construction</td>
<td>Finance and Insurance</td>
<td>Educational Services</td>
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<tr>
<td>[ ] Information</td>
<td>Real Estate and Rental/Leasing</td>
<td>Wholesale Trade</td>
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<tr>
<td>[ ] Retail Trade</td>
<td>Prof., Scientific, Tech. Services</td>
<td></td>
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<tr>
<td>[ ] Public Admin.</td>
<td>Health Care and Social Assistance</td>
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<td>[ ] Other Services</td>
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**Updated January 7, 2019**