



# Buildings for Lease or Rent Application

CASCADE COUNTY PLANNING & GIS DEPARTMENT  
121 4TH ST NO, STE 2H/I, GREAT FALLS MT 59401  
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**Required \$400.<sup>00</sup> Non-Refundable Application Fee**

## OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Fee Payment: \_\_\_\_\_  Check (#)  Cash  Electronic Payment

Application No.: \_\_\_\_\_ Type of Development: \_\_\_\_\_

Date of Final Approval: \_\_\_\_\_ Associated Applications/Approvals: \_\_\_\_\_

Name of Owner/Applicant: \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed Development: \_\_\_\_\_

Legal Description: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼ of Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

### 1. Application Requirements:

- A. A copy of the deed or other legal description of the real property.
- B. Evidence of the landowner's title and interest in the land for which the application is being made.
- C. A site plan showing:
  - i. North arrow and scale bar (minimum scale of 1:20);
  - ii. Property boundaries;
  - iii. Existing and proposed onsite and adjacent offsite streets, roads, and easements that will serve the proposal;
  - iv. Existing and proposed access to the subject property;
  - v. Pertinent geographic features of the subject property, including any significant topographical features and designated floodplain;
  - vi. Location of existing and proposed water, wastewater and solid waste facilities serving the subject property;
  - vii. The location of existing and proposed buildings or structures on the subject property.
- D. A detailed narrative of existing and proposed buildings and their location on the subject property, including the uses proposed for each and the approximate floor area and ground coverage of each building.
- E. A detailed narrative of the proposed water, wastewater, and solid waste disposal facilities intended to serve the buildings for lease or rent.
- F. A detailed narrative of the emergency medical, fire, and law enforcement services proposed to serve the buildings for lease or rent.
- G. A detailed narrative describing the existing and proposed access to and from the site, as well as the onsite circulation providing access to the existing and proposed buildings for lease or rent.

- H. A detailed narrative assessing the potential significant impacts on the surrounding physical environment or human population as a result of the proposed building for lease or rent, including a description of any proposed mitigation measures to avoid or minimize impacts anticipated.

**2. Review Process**

- A. Upon receipt of an application along with all applicable fees, the administrator shall, within ten (10) working days, determine whether the application is complete and notify the applicant in writing.
- B. If the application is incomplete, the administrator shall identify, in writing, any missing materials or insufficient information necessary to conduct the required review.
- C. If the application is complete, the administrator shall complete review of the application and the governing body shall approve, conditionally approve, or deny the application within sixty (60) working days. The timeframe may be extended upon mutual agreement, in writing, by the applicant and the governing body. Review and approval, conditional approval, or denial of an application for the creation of buildings for lease or rent pursuant to this section must be based upon the regulations in effect at the time an application is determined to be complete.
- D. The governing body shall provide written notification to the landowner of the approval, conditional approval, or denial of the application within 60 working days after determining the application was complete.

**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 Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THE APPLICATION MUST BE SIGNED BY THE OWNER OF THE LAND PROPOSED FOR LEASE OR RENT.**