



# Cascade County Location/Conformance Permit Application

Cascade County Planning Department  
 121 4<sup>th</sup> St N, Suite 2H-2I  
 Great Falls, MT 59401  
 Phone: 406-454-6905 | Fax: 406-454-6919

Permit No: _____
App. No.: _____
Applied Date: _____

## General Information

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

<b>Project Address</b>									
<b>Estimated Project Value (\$)</b>									
<b>Property Description</b>	Legal Description	Section		Township		Range		COS No.	
		Subdivision							
		Part, Tract, Block, Lot Descriptors							
	Parcel No.				Geocode				
	Total parcel area				Unit: <input type="checkbox"/> Acres	<input type="checkbox"/> Square Feet			
<b>Property Owner</b>	Name								
	Address								
	Phone Number								
<b>Applicant (Contractor, Engineer, etc. that is filling out this form)</b>	Name								
	Address								
	Phone Number								
	Email								
	Preferred Method of Contact								
<b>Application Type</b>	<input type="checkbox"/> Change of use		<input type="checkbox"/> New build		<input type="checkbox"/> Alteration				
	Previous use:								
<b>Use Type</b>	<input type="checkbox"/> Single-family Residential	<input type="checkbox"/> Multi-family Residential	<input type="checkbox"/> Public/NGO						
	<input type="checkbox"/> Duplex	<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Sign						
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Registered Premise						
	<input type="checkbox"/> Garage/Shop/Barn	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Other: _____						
<b>Structures</b>	Number of existing structures			Total existing structure area (sq. ft.)					
	Number of proposed structures			Total proposed structure area (sq. ft.)					
	Total area of alteration (sq. ft.)								
<b>Water/Waste</b>	Type of sewage disposal				Source of water supply				

**Project Description:**

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**Submission Checklist**

Location/Conformance Permit Applications shall be submitted to the Cascade County Planning Department for review. The following checklist must be completed and signed by the Applicant before this Application can be reviewed. All supporting permits and forms must be attached.

- A site plan containing the following information:
  - A scale not less than one-inch equals one-hundred feet (1" = 100').
  - Name and address of the 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.
- Subsurface Wastewater Treatment System 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 Small Municipal Separate Storm Sewer Systems (MS4) Permits (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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## OFFICE USE ONLY

**Fee(s):**       Pre-work (\$50.00)       Post-work (\$200.00)       Addressing (\$25.00)  
**Payment Type:**       Check No.: \_\_\_\_\_       Cash  
**Date Application Received:** \_\_\_\_\_      **Application Number:** \_\_\_\_\_  
**Reasonable Accommodations Requested & Provided:**     Yes     No  
**Date Application Approved:** \_\_\_\_\_      **Approved by (staff):** \_\_\_\_\_  
**Approved Permit Number:** \_\_\_\_\_      **Associated SUP Number:** \_\_\_\_\_

### REVIEW ITEMS

**Zoning District:** \_\_\_\_\_  
**Restrictions/Covenants:**     Yes     No     N/A    Type: \_\_\_\_\_  
**Physical/Legal Access:**     Yes     No  
**Setback Requirements (ft):**    Front: \_\_\_\_\_    Rear: \_\_\_\_\_    Side: \_\_\_\_\_  
**Parking Requirements:**     Yes     No     N/A  
    Existing: \_\_\_\_\_    Required: \_\_\_\_\_    Proposed: \_\_\_\_\_  
**Landscaping Requirements:**     Yes     No     N/A  
    Frontage Option: \_\_\_\_\_    Buffer Option: \_\_\_\_\_  
    Administrative Relief Requested:     Yes     No  
    Administrative Relief Granted:     Yes     No  
**Height Requirements:**     Yes     No     N/A  
     Airport Zone: \_\_\_\_\_     Military Overlay District: \_\_\_\_\_  
**Floodplain:**     Yes     No     N/A  
    Permit Attached: \_\_\_\_\_     Yes     No  
**Variance Request:**     Yes     No     N/A  
    Variance Approval Attached: \_\_\_\_\_     Yes     No  
**Approach Permit:**     Yes     No     N/A  
    Approach Permit Attached: \_\_\_\_\_     Yes     No  
**City-County Health Department Approval:**     Yes     No  
    Permit Attached: \_\_\_\_\_     Yes     No  
**MS4:**     Yes     No     N/A  
**Addressing Approval:**     Yes     No     N/A  
    Addressing Approval Attached: \_\_\_\_\_     Yes     No

### DATA COLLECTION

<b>Permit Category:</b>	<input type="checkbox"/> Residential	<input type="checkbox"/> Public/NGO	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<b>Permit Type:</b>	<input type="checkbox"/> Dwelling Unit(s)	<input type="checkbox"/> Administrative, Waste Management and Remediation Services	<input type="checkbox"/> Agriculture, Forestry, Hunting or Fishing	
	<input type="checkbox"/> Utilities	<input type="checkbox"/> Transportation and Warehousing	<input type="checkbox"/> Arts, Entertainment, Recreation	
	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining, Quarrying, O & G	<input type="checkbox"/> Accommodation and Food Services	
	<input type="checkbox"/> Construction	<input type="checkbox"/> Finance and Insurance	<input type="checkbox"/> Educational Services	
	<input type="checkbox"/> Information	<input type="checkbox"/> Real Estate and Rental/Leasing	<input type="checkbox"/> Wholesale Trade	
	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Prof., Scientific, Tech. Services		
	<input type="checkbox"/> Public Admin.	<input type="checkbox"/> Health Care and Social Assistance		
	<input type="checkbox"/> Other Services	<input type="checkbox"/> Signs		
	<input type="checkbox"/> Other Structures			