Location/Conformance Permit Process

START!

Planning Department receives completed Location/Conformance (L/C) and Address Assignment Application (if the Address Assignment Application is needed).

Applicant and Planning Department reviews L/C Application for irregularities.

Planning Department confirms application conforms to Zoning Regulations and/or Floodplain Regulations.

If there is an Approach, is it from a public roadway?

Application is sent to and/or the applicant goes to the City/County Health Department for Septic System Permit approval.

Can the City/County Health Department issue or approve the Septic System Permit?

Once approved City County Health Department sends Septic Permit to Planning Department.

Application is sent to and/or the applicant goes to the Montana Department of Transportation or Cascade County Road and Bridge Division for an Approach permit onto public roadway.

Montana Department of Transportation/ Road & Bridge Division issues an Approach permit onto public roadway and the Approach is physically marked.

The applicant provides approved Montana Department of Transportation/ Road & Bridge Division Approach permit to the Planning Department.

All documentation is completed and approved by the Planning Department.

Is an address needed?

The Planning Department issues a Location/Conformance permit, and it is sent to the GIS Department to get an address assigned.

Is an address needed?

An Addressing Coordinator will go to the project site to GPS the Approach and the structure location.

The GIS Department assigns an address based on GPS and the Location/Conformance Permit.