



# City of Helena Pre-Application Information Form

Please fill out this form as best you can and return to the City Planning Office **five (5) days prior** to your pre-application meeting. If you have any problems filling out this form, please call the City Planning Office at 447-8490 and we will be happy to assist you.

**PLEASE CHECK ONE:**       SUBDIVISION       NON-SUBDIVISION

1. Name of Applicant: Ben Nistler  
Name of Property Owner (if different): Boyd Andrew Management Services  
Address/City/State/Zip: 60 S Last Chance Gulch, Helena, MT, 5601  
Email: ben@nhbmt.biz      Primary Phone: 406-570-7345  
Secondary Phone: \_\_\_\_\_

2. Contact person: John Atkinson      Primary Phone: 406-245-2724  
Email: john@atarchitecture.com      Secondary Phone: \_\_\_\_\_

3. Legal Description and general location: INTERCITY COMMERCIAL SUBD, S27, T10 N, R03 W, BLOCK 2, Lot 6A, COS #3242995  
& INTERCITY COMMERCIAL SUBD, S27, T10 N, R03 W, BLOCK 4, Lot 1A, COS #3242995  
**Please provide a general vicinity map, showing existing streets, north arrow and the proposed location of the site.**

4. Describe land use proposal (CUP, zone change, etc.): Two new storage warehouse buildings & associated parking

5. What, if any, is the existing zoning? CLM Commercial Light Manufacturing

6. Do you plan to hire an engineer? Yes  No  Do you plan to hire a surveyor? Yes  No

7. Are you aware of any site conditions that may affect development? See attached.

8. Describe proposed water and sewer system: \_\_\_\_\_  
See attached.

9. Describe proposed streets/access: \_\_\_\_\_  
See attached.

10. Do you intend to apply for a variance? No

11. Describe drainage provisions (if applicable): See attached.

**For Subdivision Pre-Application Conference, please complete the following additional information:**

12. Name of proposed subdivision: \_\_\_\_\_

13. Number and size of lots: \_\_\_\_\_ approximate size of subdivision: \_\_\_\_\_

14. How do you intend to meet the park dedication requirement?  cash donation  park dedication  
 Combination  n/a

**Please include a sketch of the proposed subdivision showing the layout of the existing streets in relation to the site.**

## SUBDIVISION PRE-APPLICATION CONFERENCE

- A. Prior to submitting a preliminary plat application, a subdivider for a subdivision must consult with the Planning division of the Community Development Department to become familiar with the City's subdivision application requirements and review process. The subdivider must attend a pre-application meeting prior to submitting a subdivision application or resubmitting a previously submitted subdivision application that has material changes or amendments made by the subdivider after the original application has been determined by the City to contain required elements and sufficient information.
- B. The pre-application meeting will be scheduled within thirty (30) days after the subdivider submits a written request for a pre-application consultation and submits the pre-application materials to the City.
- C. To be considered for review, a subdivision application must be submitted within one hundred eighty (180) days of the pre-application meeting consultation. If an application is not submitted within that time frame, the subdivider must request a new pre-application consultation prior to submitting the subdivision application.
- D. In order to make the pre-application consultation productive, the subdivider should provide as much of the following information as possible:
- 1. Names and addresses of the subdivider and the owner of the property proposed to be subdivided;
  - 2. Name of proposed subdivision;
  - 3. Location of the property to be subdivided;
  - 4. Existing zoning of the property to be subdivided;
  - 5. Number and size of proposed subdivided lots;
  - 6. Size of the proposed subdivision;
  - 7. Name and contact information for any engineer or surveyor that have been retained;
  - 8. Proposed water and wastewater systems;
  - 9. Nearest existing water and wastewater mains to the property and type, size, and location of existing wastewater treatment facilities, including septic systems;
  - 10. Proposed streets;
  - 11. Whether the subdivider intends to apply for a zone change, zoning variance, or subdivision regulation variance;
  - 12. Description of any physical and environmental site conditions on the property;
  - 13. Stormwater drainage system;
  - 14. Proposed special improvement or maintenance districts;
  - 15. Proposed park land dedication;
  - 16. Legible drawing of the proposed subdivision showing layout of existing streets in relationship to proposed improvements and topography of the tract, if possible (drawing does not need to be to scale);
  - 17. A general vicinity map showing existing streets and north arrow;
  - 18. Existing structures on the property;
  - 19. Existing easements and right-of-ways on the property;
  - 20. Existing and proposed covenants or deed restrictions;
  - 21. Water rights, including the name of owner(s), amount of water by flow rate or volume, date of priority of the right, purpose of use, place of use, and place and means of diversion;
  - 22. Types and locations of agricultural water facilities; and
  - 23. Analysis on how the proposed subdivision complies with the City Growth Policy.

## **Applicable Laws and Regulations**

The following are state laws, local regulations, Growth Policy provisions and other documents that may apply to the subdivision review process; this is for informational purposes only per MCA 76-3-504 (1)(q)(ii):

- Montana Code Annotated: including but not limited to Title 76 – Chapter 3
- Administrative Rules of Montana: including but not limited to Title 8, Chapter 94, Sub-chapter 30
- City of Helena City Code: including but not limited to Title 6 Public Utilities  
Title 7 Public  
Ways Title 11  
Zoning, and  
Title 12 Subdivision Regulations
- 2011 City of Helena Growth Policy
- Greater Helena Area Transportation Plan – 2004 Update
- 2011 City of Helena Comprehensive Parks, Recreation, and Open Space Plan
- City of Helena Engineering Standards
- South Hills Planning Study – 1985
- Helena West Side Infrastructure Study – 2001

## **Comment Contact List**

The following entities may be contacted for comments on proposed subdivisions per MCA 76-3-504 (1)(q)(iii). The City requests these entities respond within two (2) weeks of receiving the City's "Request for Comment." Although the City requests that these entities respond within two (2) weeks, they may comment at any time during the subdivision review process. Applications for subdivision review will not be delayed if these entities do not respond within the review period.

- ADA Compliance Committee
- City of East Helena
- City of Helena
- East Helena Public Schools
- Fort Harrison
- Helena Citizen's Council (HCC)
- Helena Regional Airport
- Helena School District
- Helena Valley Irrigation District
- Jefferson County
- Lewis and Clark County
- Lewis and Clark County Water Quality Protection District
- Lewis and Clark County Soil Conservation District
- Montana Department of Environmental Quality
- Montana Department of Fish, Wildlife, and Parks
- Montana Department of Natural Resources and Conservation
- Montana Department of Transportation
- Montana Land Reliance
- Montana Natural Heritage Program
- Non-motorized Transportation Advisory Council
- NorthWestern Energy
- St. Peter's Hospital and Ambulance Service
- State Historic Preservation Office
- City-County Heritage Tourism Council
- Three Rivers Communications

- U.S. Army Corps of Engineers
- U.S. Bureau of Land Management
- U.S. Environmental Protection Agency
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Geological Survey, Water Resources Division
- U.S. Post Office
- Utility companies including those providing electrical, communication, fiber optic, gas, or other services
- Yellowstone Pipe Line Company

## Additional Information

**7. Site Conditions affecting development.** Response: Both lots have a 30' drainage easement where an existing channel/ditch conveys offsite runoff to the west, where the City's regional pond (Nicole Street Pond) is located. If the applicant doesn't have access to this 30' width, neither proposed project is possible. The applicant thus proposes paying for storm water improvements that converts this open channel (primarily) to underground pipe. This proposed storm water infrastructure project has been professionally engineered and designed and submitted to City of Helena Engineering for their review.

**8. Proposed water and sewer.** Response: Both lots have an existing water service stub. One lot may be able to use an existing water service stub. The other lot proposes a new water service stub. Both lots propose a fire service line as well. The water main is located in Nicole Street. The sewer main is also located in Nicole Street and runs down the existing shared property line to the north. Both lots can easily extend a service line to the existing main that runs north. (2) nearby fire hydrants are located on the south side of Nicole Street.

**9. Proposed street/access.** Response: Existing Nicole St. is developed and in good condition. Lot 6A would have access via the existing roadway (formerly known as Nicole Ct.). Note that Nicole Ct. has been legally vacated. However, the roadway surfacing and curb & gutter still exist. This would provide a 40' width access to the northeast corner of Lot 6A. Providing Lot 6A with another reasonable access off Nicole St. is practically impossible given the difference in elevation between Nicole St and the building's finished grade. Lot 1A proposes a new 40' wide access near the eastern property line.

**11. Drainage Provisions.** Response: The assumption is made that the City will approve the improved storm water infrastructure project. This work would either be performed before or concurrently with development of these two lots. As part of the building permit process, all civil site improvements would be designed by a civil engineer. This includes a drainage report and plans that meet current City standards. Both lots would control and direct all surface runoff to an individual storm water pond where water quality treatment and detention would occur. Each overflow would be directed to the newly designed storm water system. Released flow would not exceed historical flow for up to the 100-yr, 24-hr storm water event.



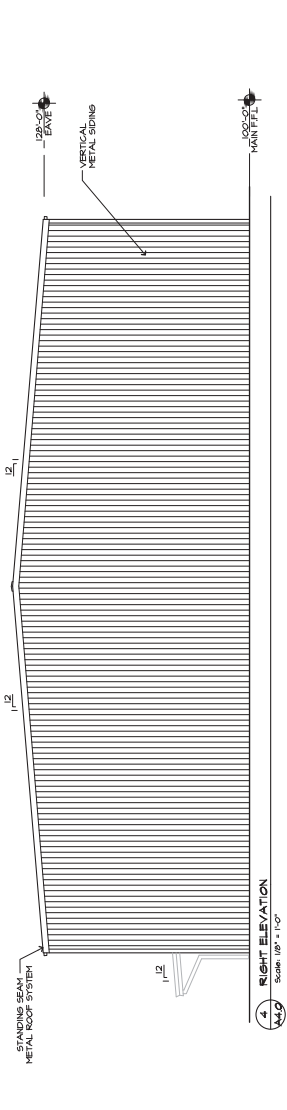
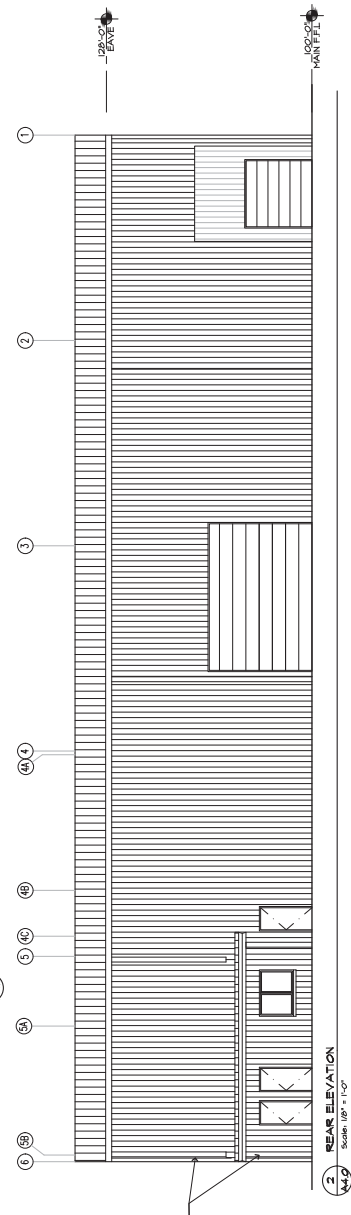
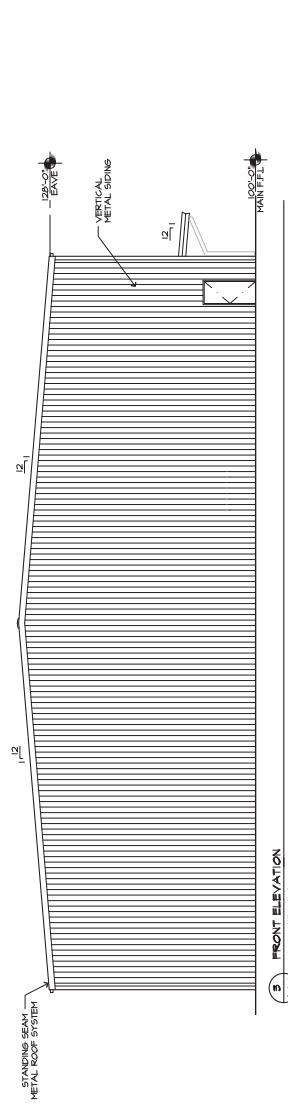
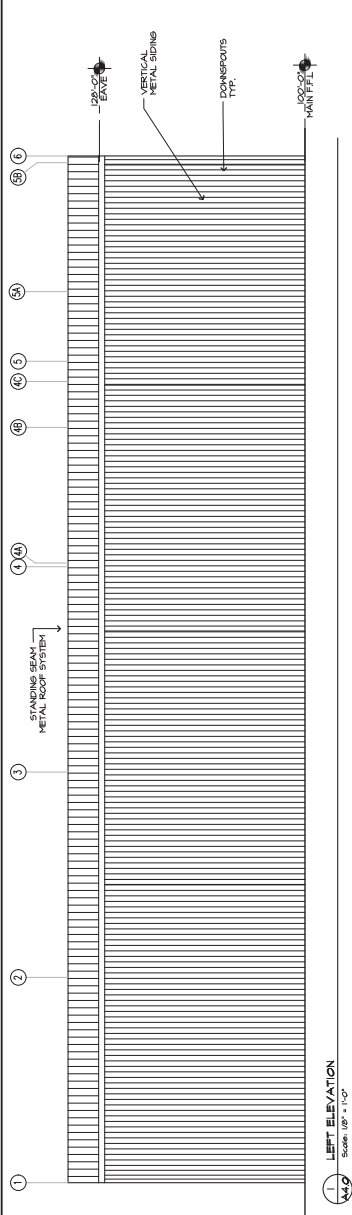






NOTE: CONTRACTOR TO VERIFY ALL NOTES TO LOCATIONS IN LOCATION OF DATE'S, CONDITS, SPRINKLER HEADS, AND UTILITY LOCATIONS, ETC. OCCURS. GENERAL CONTRACTOR TO COORDINATE ALL TRADES.

- GENERAL NOTES:**
1. SEE CONTRACT FOR CARBON FLOOR FINISHES, SUB BASE, COMPACTOR, FOUNDATION WALLS, AND FOOTINGS.
  2. SEE CONTRACT FOR BRANDING, PAVING, DRAINAGE AND UTILITY LOCATIONS, ETC. AND FINISHES.
  3. SEE ELECTRICAL FOR SERVICE ENTRANCE.
  4. SEE MECHANICAL FOR SERVICE ENTRANCE.
  5. SEE PRE-MANUFACTURED BUILDING SHOP DRAWINGS FOR METAL BUILDING CONSTRUCTION.



**PLAN LEGEND:**

(Symbol)	DETAIL NUMBER SHEET WHERE DRAWN
(Symbol)	HALL TYPE
(Symbol)	FIRE EXTINGUISHER / CABINET
(Symbol)	WAGON TIRE (SEE CHECK)
(Symbol)	NET DOOR AS SCHEDULED (SEE SET DOOR SCHEDULE SHIT, A&I)
(Symbol)	A.F.F. ABOVE FINISH FLOOR
(Symbol)	F.F. FINISHED FACE OF WALL
(Symbol)	F.F.E. FINISH FLOOR ELEVATION
(Symbol)	INTERIOR ELEVATION NUMBER
(Symbol)	SHEET WHERE DRAWN



PRELIMINARY DRAWING  
NOT FOR CONSTRUCTION

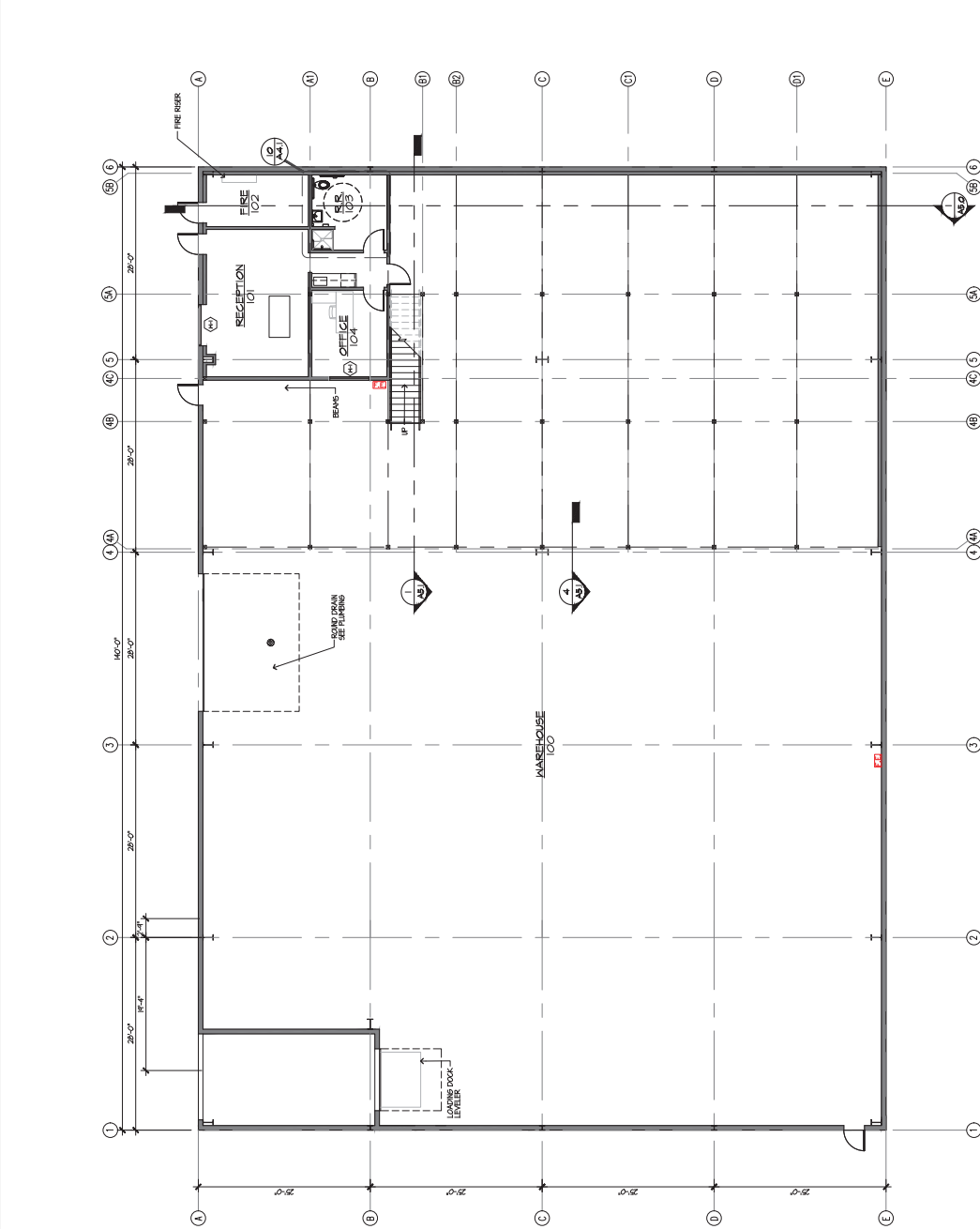
NEW WAREHOUSE  
880 Nicole Street, Helena, MT

CONTRACTOR STATEMENT  
I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM A LICENSED ARCHITECT IN THE STATE OF MONTANA. I HAVE REVIEWED THE PROJECT AND I AM NOT PROVIDING ANY CONTRACT ADMINISTRATION SERVICES.

DATE: 4/8/20  
DRAWN BY: MM  
CHECKED BY: JA  
REVISIONS:

FLOOR PLAN

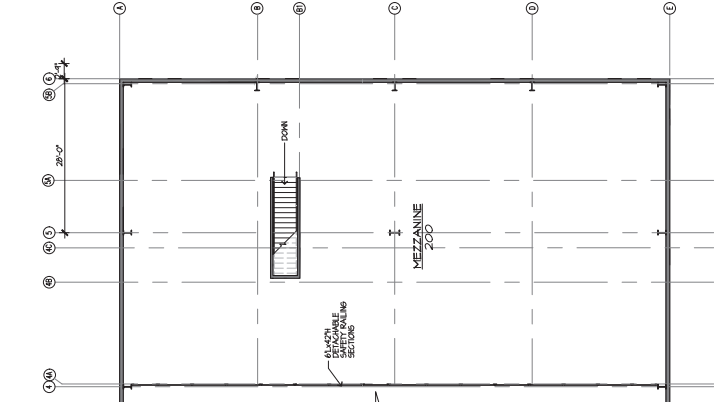
A3.0



1 DIMENSION PLAN  
Scale: 1/8" = 1'-0"

**MATERIAL LEGEND & NOTES**

- PRE-FINISHED METAL SIDING, PRE-ENGINEERED METAL BUILDING INSULATION, PRE-FINISHED METAL LINE PANELS (TYP. HSB).
- PRE-FINISHED METAL SIDING AND INSULATION BARRIER, COP VAPOR BARRIER, PRE-FINISHED METAL LINE PANEL.
- 5/8" AND 1/2" GYPSUM BOARD, 2x4 JOIST STUDS AT 16" O.C., 2x6 TYPE 19 GYPSUM BOARD, 2x4 JOIST DECK AT 16" O.C., SOUND BATT INSUL., 5/8" TYPE 2X GYPSUM BOARD.
- 2x4 GYPSUM BOARD, VAPOR BARRIER, 2x4 JOIST STUD, HALL ADJACENT TO THIS EXTERIOR WALL.
- ALL METAL STUDS TO BE A MIN. OF 20 GA. AND ALL STUDS, GYPSUM BOARD, INSULATION AND TO BE SET TO STRUCTURE ABOVE JOIN.
- WATERPROOF RESISTANT GYPSUM BO. TO BE USED IN ALL LOCATIONS INCLUDING RESTROOMS, UTILITY ROOMS, MECH. ROOMS, ETC.



2 MEZZANINE PLAN  
Scale: 3/32" = 1'-0"

**PLAN LEGEND:**

- DETAIL NUMBER
- SHEET HERE DRAIN
- HALL TYPE
- FIRE EXTINGUISHER / CABINET
- SCHEDULE (SEE PLAN ROOM SCHEDULE SHEET #A1)
- NEW DOOR AS SCHEDULED (SEE DOOR SCHEDULE SHEET #A2)
- A.F.F. ABOVE FINISH FLOOR
- F.F. FINISHED FACE OF WALL
- F.F.E. FINISH FLOOR ELEVATION
- I INTERIOR ELEVATION NUMBER
- SHEET HERE DRAWN

**GENERAL NOTES:**

- SEE GENERAL CONTRACTOR FOR SCHEDULES, IT, GAS, GLASS, SEE BASE, COP ACTION, FOUNDATION WALLS.
- SEE FOOTINGS.
- SEE SCHEDULES FOR PAVING, DRAINAGE, AND UTILITY LOCATIONS.
- SEE ELECTRICAL FOR SERVICE ENTRANCE, POWER AND LIGHTING.

**NOTE:** CONSTRUCTION SCHEDULES, ALL TRADES TO COORDINATE IN LOCATION OF DUCTS, CONDENSERS, SPINNER HEADS, ETC. OCCURS. GENERAL CONTRACTOR TO COORDINATE ALL TRADES.