



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: Family Promise, Renee Bauer, Executive Director
Name of Property Owner (if different): _____
Address/City/State/Zip: 2814 North Cooke Street, Helena, MT 59601
Email: director@familypromisehelena.org Primary Phone: 406 465-9467
Secondary Phone: 402 239-3127
- 2. Contact person: Renee Bauer Primary Phone: _____
Email: _____ Secondary Phone: _____
- 3. Legal Description and general location: HERSHFIELD ADD, S20, T10 N, R03 W, BLOCK 15, Lot 12

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.): None at this time
- 5. What, if any, is the existing zoning? B-2
- 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? Parking requirements
- 8. Describe proposed water and sewer system: Existing City sewer and water
- 9. Describe proposed streets/access: North Cooke Street
- 10. Do you intend to apply for a variance? No, not if we can avoid it
- 11. Describe drainage provisions (if applicable): Civil Engineers will verify storm water

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

- 12. Name of proposed subdivision: N.A.
- 13. Number and size of lots: N.A. approximate size of subdivision: N.A.
- 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

2021 IBC CODE SUMMARY

PROJECT-PROJECT NAME
OWNER
PROJECT DESCRIPTION
NEIGH AREA & HEIGHT
 Base: 2.00 ft
 1st Floor: 2.00 ft
 2nd Floor: 2.00 ft
 3rd Floor: 2.00 ft
 4th Floor: 2.00 ft

CHAPTER 8 - OCCUPANCY CLASSIFICATION AND USE
 Building or space used for assembly with an occupant load less than 50 persons or a Group B occupancy. A room or space used for assembly purposes with an occupant load less than 50 persons or less than 750 sq ft and accessory to other occupancy that is classified as a Group B or not part of the occupancy.

SECTION 101.11 - OCCUPANCY CLASSIFICATION AND USE
 Assembly Group A-1: Interior picture galleries, symphony and concert halls, television and radio studios, advertising and studios, and theaters.

SECTION 101.12 - OCCUPANCY CLASSIFICATION AND USE
 Assembly Group A-2: Casinos, restaurants, cabarets, night clubs, dance halls, taverns and bars, and similar uses for consumption of food and drink.

SECTION 101.13 - OCCUPANCY CLASSIFICATION AND USE
 Assembly Group A-3: Academies, galleries, bookshops, lecture halls, libraries, and spaces intended for similar uses, including museums and other buildings not classified as offices.

SECTION 101.14 - OCCUPANCY CLASSIFICATION AND USE
 Assembly Group A-4: Indoor arenas, skating rinks, swimming pools, tennis courts, and uses for viewing of indoor sporting events and activities with spectator seating.

SECTION 101.15 - OCCUPANCY CLASSIFICATION AND USE
 Assembly Group A-5: Stadiums, grandstands, bleachers, amusement park pavilions for participation or viewing of outdoor activities.

SECTION 101.16 - OCCUPANCY CLASSIFICATION AND USE
 Business Group B: Offices, professional services, banks, barber and beauty shops, adjustment clinics, educational facilities for students above the 12th grade including higher education laboratories, major vehicle showroom, print shops, and other offices, professional or service-type transactions, including storage of records and accounts.

SECTION 101.17 - OCCUPANCY CLASSIFICATION AND USE
 Educational Group E: Spaces for educational purposes for 4 or more persons through the 12th grade.

SECTION 101.18 - OCCUPANCY CLASSIFICATION AND USE
 Factory Group F-1: Breweries, bakers, clothing, construction and agricultural machinery, electronics, food processing, furniture, glass and window curtain, paper with or without, bookbinding, engineering, chemical, and other factory industrial uses that are not classified as F-2.

SECTION 101.19 - OCCUPANCY CLASSIFICATION AND USE
 Factory Group F-2: Factory or industrial uses that involve the fabrication or manufacturing of noncombustible materials, construction of and including 90% plastic content, book and newspaper, ceramics, furniture, glass, and other factory industrial uses that are not classified as F-1.

SECTION 101.20 - OCCUPANCY CLASSIFICATION AND USE
CHAPTER 11 - USE CLASSIFICATION
 Type of occupancy: "B" - Occupancy
 Use classification: "M-2" - High-rise building
 Main floor building area: 1,111 sq ft with a total area of 1,111 sq ft.

SECTION 101.21 - OCCUPANCY CLASSIFICATION AND USE
TABLE 601.1 - ALLOWABLE AREA FACTOR
 Base allowable: Type B for "B" Occupancy: 100,000 sq ft
 Type B for "M-2" Occupancy: 100,000 sq ft

SECTION 101.22 - OCCUPANCY CLASSIFICATION AND USE
TABLE 601.2 - ALLOWABLE AREA FACTOR
 Base allowable: Type B for "B" Occupancy: 100,000 sq ft
 Type B for "M-2" Occupancy: 100,000 sq ft

SECTION 101.23 - OCCUPANCY CLASSIFICATION AND USE
SECTION 101.24 - OCCUPANCY CLASSIFICATION AND USE
 Each portion of a building that is individually classified in accordance with Section 502.1. Where a building contains more than one occupancy group, the building or portion thereof shall comply with the applicable provisions of Section 502.1, 502.2, 502.3, 502.4, or 502.5, or a combination of these sections.

SECTION 101.25 - OCCUPANCY CLASSIFICATION AND USE
SECTION 101.26 - OCCUPANCY CLASSIFICATION AND USE
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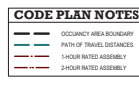
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OCC LOADS

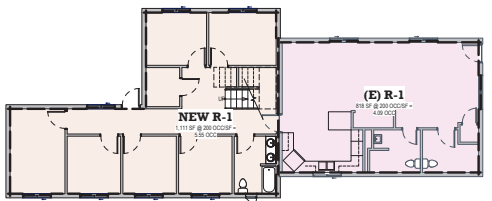
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NEW R-1	1,111.8	1,111.8 @ 200 OCC/SP		5.56
SECOND FLOOR	818.8	818.8 @ 200 OCC/SP		3.68
NEW R-1	1,111.8	1,111.8 @ 200 OCC/SP		5.56
THIRD FLOOR	818.8	818.8 @ 200 OCC/SP		3.68
FOURTH FLOOR	818.8	818.8 @ 200 OCC/SP		3.68
TOTAL				20.72

NOT FOR CONSTRUCTION



REVISED

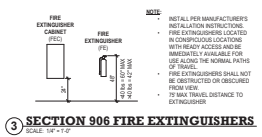
#	Date	By



1st FLOOR CODE PLAN



2nd FLOOR CODE PLAN

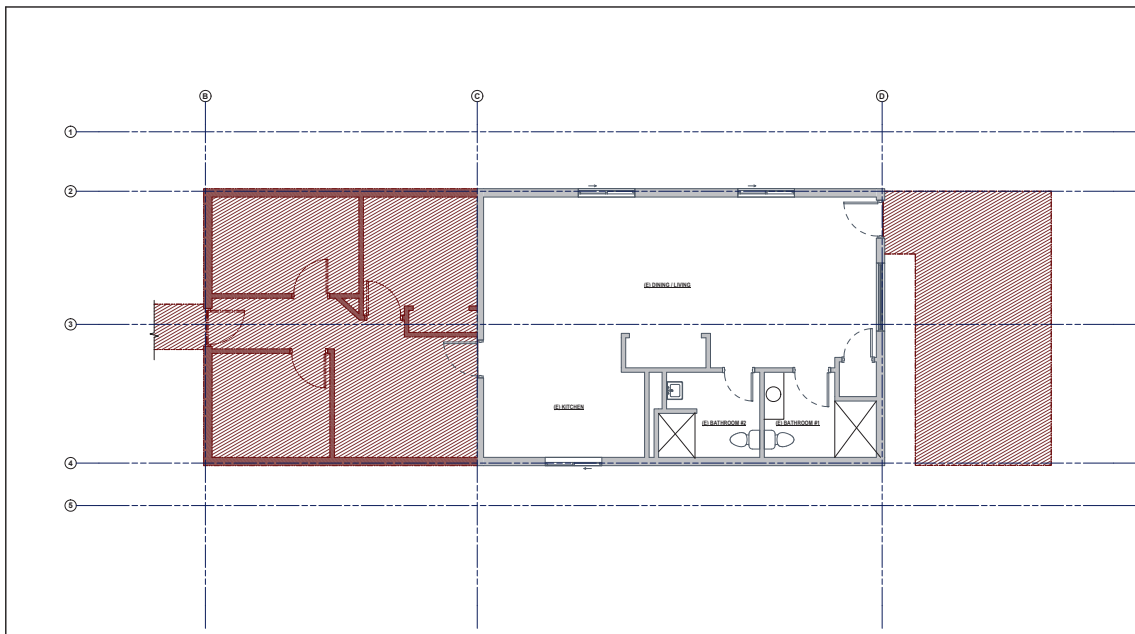


SECTION 906 FIRE EXTINGUISHERS

CWG Architecture + Interiors
FAMILY PROMISE
 2614 N COOK ST, HELENA, MT
 CODE PLAN & SUMMARY

0000-00-00	CWG
DATE	8/29/24
SCALE	G1.1

DATE: 05/29/24



1 FIRST FLOOR - DEMO
SCALE: 1/8" = 1'-0"

COGNIZANT NOTE
THE CONTRACTOR SHALL BE COGNIZANT THAT THIS IS A DEMO PLAN. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND INSURANCE BEFORE SUBMITTING A PROPOSAL. THE CONTRACTOR SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING STRUCTURE OR UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

COORDINATION NOTE
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NOT FOR CONSTRUCTION



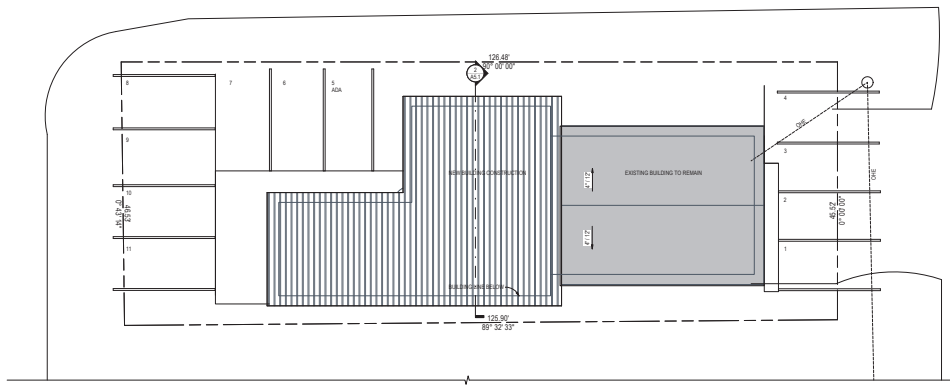
REVISIONS		
#	Desc	Date

CWG Architecture + Interiors
FAMILY PROMISE
 2814 N COOK ST. HELENA, MT
 DEMO FLOOR PLAN

0000-00-00	CWG
	CWG
	5/29/24

AD1.1

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1 SITE PLAN
SCALE: 1/8"=1'-0"



NOT FOR CONSTRUCTION

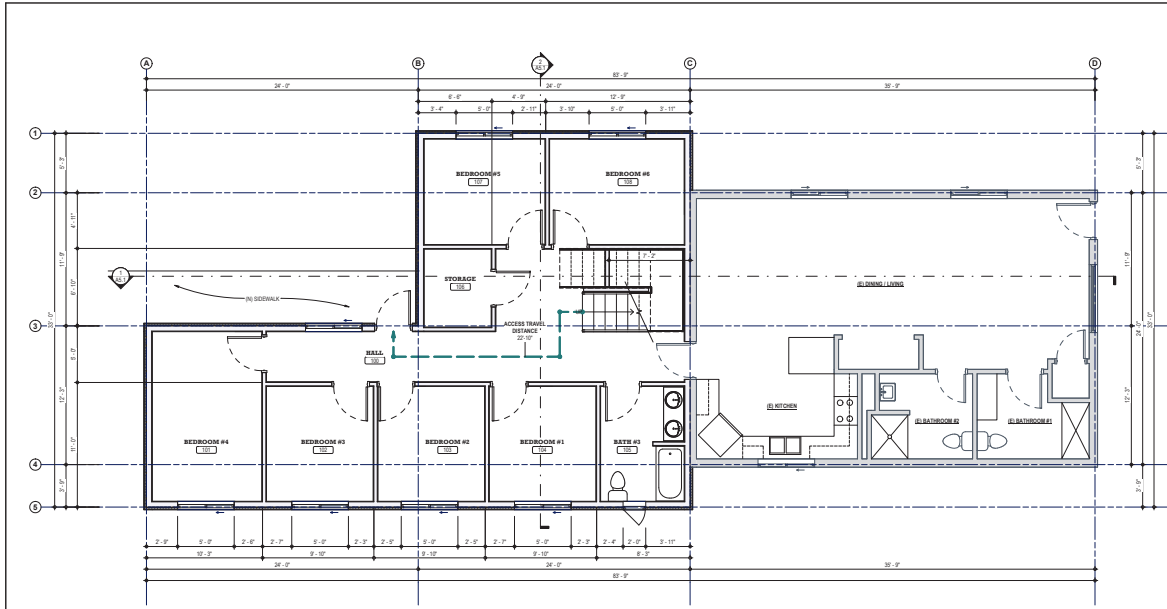


REVISIONS		
#	Desc	Date

CWG Architecture + Interiors
FAMILY PROMISE SCHEMATIC
2814 N. COOK ST. HELENA, MT
SITE PLAN & ZONING

0000-00-00	AMT
	CWG
	5/29/24

A0.1



1 FIRST FLOOR
SCALE: 1/8" = 1'-0"

COGNIZANT NOTE
 THE CONTRACTOR SHALL BE COGNIZANT THAT THIS IS A GENERAL LAYOUT AND NOT A CONTRACT DOCUMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AND STATE AUTHORITIES.

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NOT FOR CONSTRUCTION



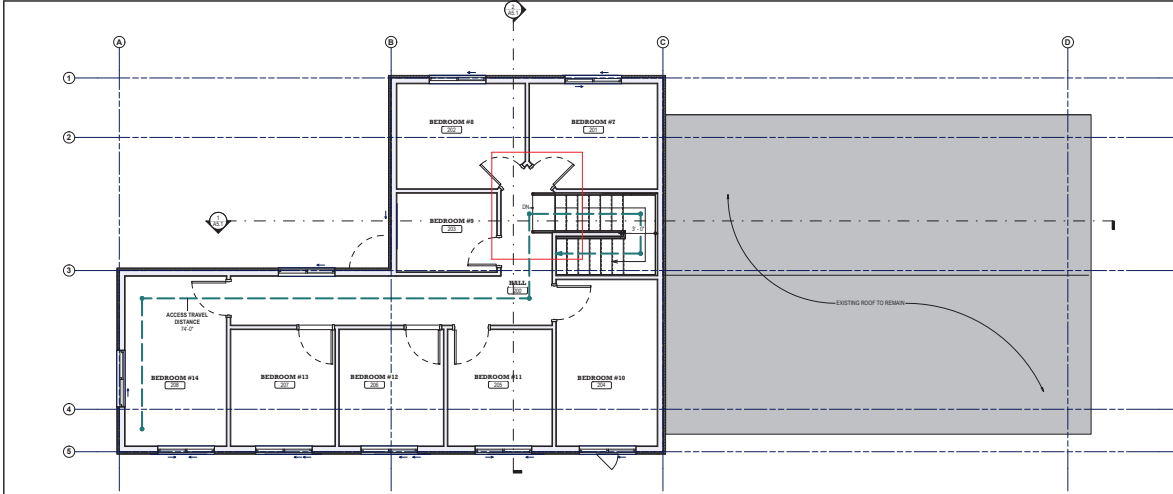
REVISIONS		
#	Done	Date

CWG Architecture + Interiors
FAMILY PROMISE
 2814 N. COOK ST. HELENA, MT
FLOOR PLANS

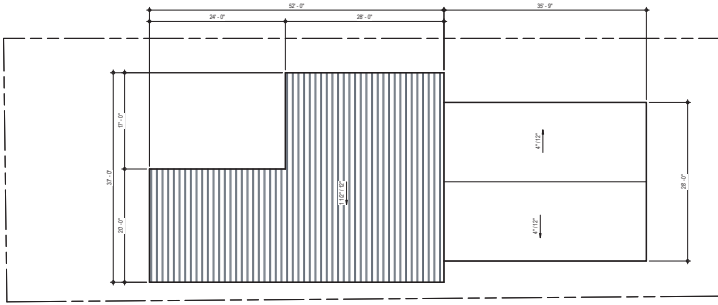
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	CWG

A1.1

DATE: 5/29/24



1 SECOND FLOOR
SCALE 1/4" = 1'-0"



2 ROOF PLAN
SCALE 1/4" = 1'-0"

COGNIZANT NOTE
THE CONTRACTOR SHALL BE COGNIZANT THAT THIS IS A
GENERAL ROOFING AREA. GOOD OPERATING CONDITION
PRESERVATION, MAINTENANCE AND REPAIRS ARE
NECESSARY TO MAINTAIN THE PROJECT'S
FUNCTIONALITY AND DURABILITY. THE CONTRACTOR SHALL
BE RESPONSIBLE FOR THE PROTECTION OF ALL
EXISTING UTILITIES AND STRUCTURES.

COORDINATION NOTE
THE CONTRACTOR SHALL COORDINATE WITH ALL
OTHER TRADES TO DETERMINE THE LOCATION AND
DEPTHS OF ALL UTILITIES AND STRUCTURES. THE
CONTRACTOR SHALL BE RESPONSIBLE FOR THE
PROTECTION OF ALL UTILITIES AND STRUCTURES.

NOT FOR CONSTRUCTION

REVISIONS

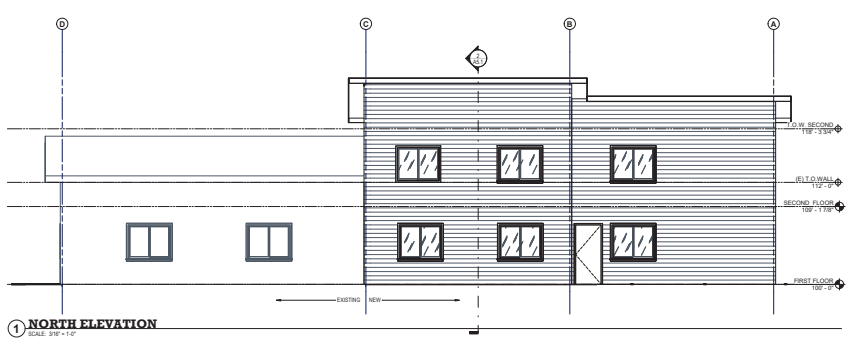
#	Desc	Date

CWG Architecture + Interiors
FAMILY PROMISE
2814 N COOK ST, HELENA, MT
SECOND FLOOR & ROOF PLAN

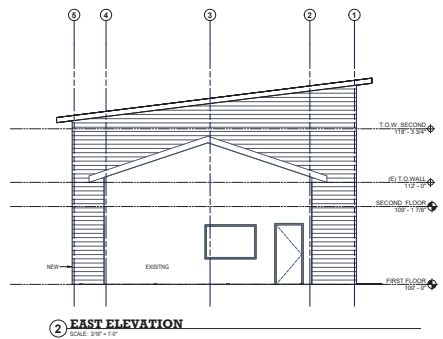
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CWO
CWO
5/29/24
A1.2

Project: 0000-00-00 - 2814 N Cook St Helena, MT
Date: 5/29/24

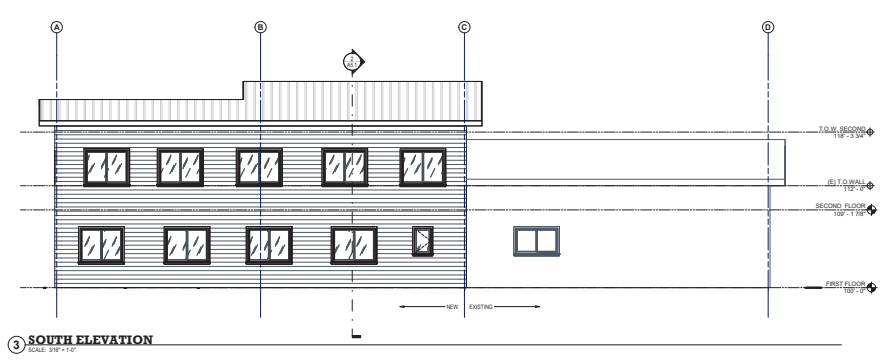
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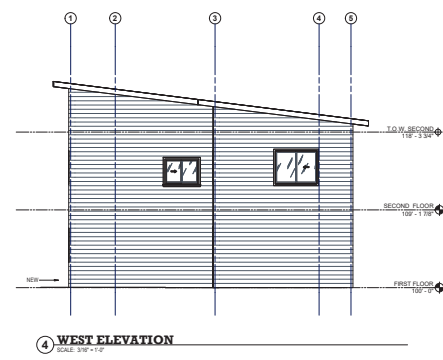
1 NORTH ELEVATION
SCALE 3/8" = 1'-0"



2 EAST ELEVATION
SCALE 3/8" = 1'-0"



3 SOUTH ELEVATION
SCALE 3/8" = 1'-0"



4 WEST ELEVATION
SCALE 3/8" = 1'-0"

NOT FOR CONSTRUCTION

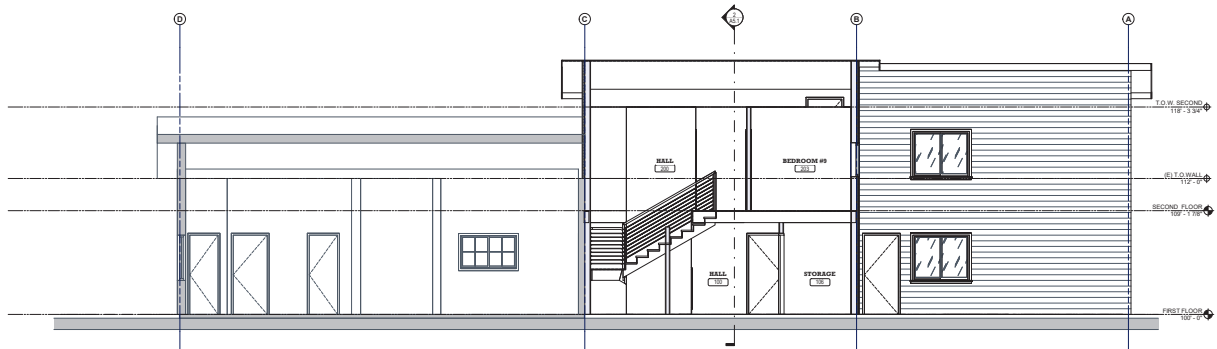
CWG Architecture + Interiors
2814 N COOK ST. HELENA, MT
59720
509.929.4242
www.cwgarch.com

REVISIONS		
#	Date	Desc

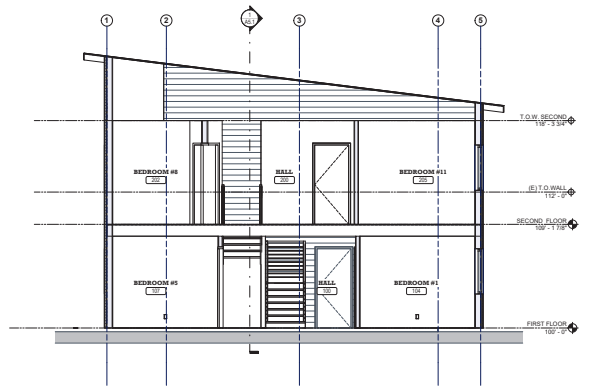
CWG Architecture + Interiors
FAMILY PROMISE
2814 N COOK ST. HELENA, MT
BUILDING ELEVATIONS

0000-00-00
ARCHITECT: AME
PROJECT: CWG
DATE: 5/29/24
A4.1

DATE PLOTTED: 5/29/24 10:42:48 AM



1 BUILDING SECTION 1
SCALE: 1/4" = 1'-0"



2 BUILDING SECTION 2
SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

CWG Architecture + Interiors
 2814 N. COOK ST. HELENA, MT 59601
 (406) 441-2222
 www.cwgarch.com

REVISIONS		
#	Desc	Date

CWG Architecture + Interiors
FAMILY PROMISE
 2814 N. COOK ST. HELENA, MT
 BUILDING SECTIONS

0000-00-00	CWG
	CWG
	5/29/24
A5.1	

DATE PLOTTED: 5/29/24 10:42:48 AM