



PRE-ZONE APPLICATION FORM

Community Development Department, Planning Division
316 North Park Avenue, Room 445, Helena, MT 59623
406-447-8490; citycommunitydevelopment@helenamt.gov

Date received: _____

APPLICATION FEE: \$410.00
(PAYABLE TO THE CITY OF HELENA)
ALL FEES ARE NON-REFUNDABLE

Per 11-1-4 City Code, all territory to be annexed into the city must first be pre-zoned, and the zoning must be consistent with the designated land uses for such territory as set forth in the growth policy.

PROPERTY OWNER: *Primary Contact?*

Name: _____ Primary Number: _____
Address: _____ Other Phone: _____
Email: _____

APPLICANT (If different from property owner): *Primary Contact?*

Name: _____ Primary Number: _____
Address: _____ Other Phone: _____
Email: _____ Company: _____

AUTHORIZED REPRESENTATIVE: *Primary Contact?*

Name: _____ Primary Number: _____
Address: _____ Other Phone: _____
Email: _____ Company: _____

Address of the Property: _____
Address City State Zip Code

Legal Description (Lots, Block, & Subdivision, COS #, deed reference)

Geocode _____

Current County Zoning or Special Zoning District _____

Adjacent zoning districts _____

Provide a current deed and plat/COS with metes and bounds of the subject property

Existing use on the property _____

Are there other related Land Use Applications being submitted?: Yes No

Has an application for annexation been submitted?: Yes No

Submit proof of current paid taxes

I HEREBY CERTIFY AND ACKNOWLEDGE THE STATEMENTS IN THIS APPLICATION AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signed: _____ Date: _____
Property Owner

Applicant: _____ Date: _____
(If different from Owner)

REVIEW CRITERIA

(Note: A different zoning district may be recommended if it appropriately fits the review criteria)

Your application will be reviewed using Montana MCA Section 76-2-304, "Criteria and Guidelines for Zoning Regulations" stated below.

- (1) Zoning regulations must be:
 - (a) made in accordance with a growth policy; and
 - (b) designed to secure safety from fire and other dangers;
 - (ii) promote public health, public safety, and the general welfare; and
 - (iii) facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements.
- (2) In the adoption of zoning regulations, the municipal governing body shall consider:
 - (c) reasonable provision of adequate light and air;
 - (d) the effect on motorized and nonmotorized transportation systems;
 - (e) promotion of compatible urban growth;
 - (f) the character of the district and its peculiar suitability for particular uses; and
 - (g) conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area.

Per Section 11-1-10 of the Helena City Code, the Zoning Commission and the City Commission will hold public hearings, to give the public an opportunity to be heard upon the matter. The Zoning Commission will make a recommendation to the City Commission who will approve or deny the requested pre-zoning.

ZONING IS NOT EFFECTIVE UNTIL THE PROPERTY HAS BEEN ANNEXED INTO THE CITY.

To evaluate the requested pre-zoning with the above criteria the following must be submitted with this application. Please provide all the information requested on additional sheets. An incomplete application may delay the review of your request. Please note: "N/A" is not an acceptable answer alone and requires an explanation if used.

- 1. Apply to the City on the appropriate forms and pay any required fees. The application must include the property owner's signature;
- 2. Describe how your proposal relates to the above zoning review criteria;
- 3. Provide a statement why the proposed zoning should be approved;
- 4. Submit a traffic impact study for a proposed zoning district that is anticipated to generate more than two hundred (200) additional vehicle trips a day;
- 5. Vicinity map of the area showing the location of the property in relation to surrounding land and zoning in the immediate area, water and wastewater mains, other utilities, and city streets and pedestrian facilities (sidewalks, trails);
- 6. Submit a statement on how the proposed zoning conforms to the Helena Growth Policy and Land Use Map. Include how the proposed zoning conforms with the area neighborhood plan if one has been adopted;
- 7. Statement indicating if the existing structures meets the proposed zoning dimensional standards requirements without the need for a variance;
- 8. Statement indicating if the existing use on the subject property meets the proposed zoning permitted uses;
- 9. Historical uses, established use patterns, and recent changes and trends in the neighborhood.

IT IS RECOMMENDED THAT THE APPLICANT CONTACT NEIGHBORS TO INFORM THEM OF THIS PROPOSAL AND IDENTIFY ANY CONCERNS THAT THE APPLICANT MAY BE ABLE TO ADDRESS.

It is the policy of the city commission not to act on a proposal if the applicant/ applicant's representative is not present at the commission meeting. City Planning Staff represents the City; staff cannot answer questions for the applicant.

Per 1-4-12 City Code, the taxes and assessments on the applicant's property, which is the subject of the proposed action, must be paid or payment of said taxes and assessments must be made a condition of final approval of said action by the City Commission, with the taxes and assessments to be paid within fourteen (14) days after final passage.