

City of Deer Lodge

300 Main Street | Deer Lodge, MT | 59722 | 406.846.2238 | 406.846.3925 (f) | cityofdeerlodge.org

CONDITIONAL USE PERMIT APPLICATION

The submission of this application acknowledges that all information is true and correct including all supporting documents and plans.

Site Plan - The plan must show parcel boundaries, existing and proposed structures, access from public road, parking areas, waterways & drainage structures, landscaping, and public infrastructure.

Please submit the completed Application and all supporting documents & scaled plans, and the appropriate fee to the Deer Lodge City Hall - 300 Main Street, Deer Lodge, MT 59722.

Applicant(s): _____

Address: _____

Email: _____ Telephone #: _____

Property Address: _____

Assessor Code(s): _____ Geocode(s): _____

Authorized Agent Information: _____

Address: _____

Email: _____ Telephone #: _____

Property Owner / Authorized Agent Signature: _____ Date: _____

Legal Description of Property (Subdivision / Addition and Blocks & Lots): _____

Zoning District: _____ Overlay District: _____

Use of Structure or Property? _____

Describe the Request (Submit additional pages if necessary & all supporting documentation): _____

Owner / Agent Initial: _____

Date: _____

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Section #2 of Chapter Twelve of the Zoning Ordinance contains the following approval criteria for the granting of a Conditional Use Permit. The petitioner(s) must provide full and complete responses.

- (1) The use conforms to the objectives of the Growth Policy and the intent of this Code;
- (2) Such use will not adversely affect nearby properties or their occupants;
- (3) Such use meets density, coverage, yard, height and all other regulations of the district in which it is to be located, unless otherwise provided for in this Code; and
- (4) Public hearings have been held, after the required legal notices have been given and the public has been given a chance to be heard upon the matter.

The decision process includes the minimum of two separate public hearings with the first before the Planning Board, and the second before the City Council. The Planning Board has the responsibility to hear the request before making a recommendation for the City Council to consider.

The City Council will conduct their public hearing not less than fifteen days from the Planning Board's hearing to comply with the noticing requirements of a public hearing.

The petitioner(s) has the responsibility that the subject property and use complies with all regulations of the City of Deer Lodge, and will be in full compliance with any and all conditions attached to the Permit. Note, attached conditions are binding.

Contact for assistance:

Brian P. Bender, AICP CEP, CFM
City Administrator
406.846.2238 ext. 307
bbender.deerlodge@gmail.com

Conditional Use Permit (CUP) Process

- Application is completed and submitted to City staff.
- Staff reviews application and compose a report with a recommendation.
- Public hearing notices go in the newspaper and to property owners within 300 feet of the subject site.
- Public hearing is held before the Planning Board. The applicant is encouraged to attend this meeting to clarify any information and answer any questions from the Board.
- Planning Board makes a recommendation with findings for the City Council.
- Second set of public hearing notices go to the paper and nearby property owners.
- Public hearing is held before the City Council. The applicant is encouraged to attend this meeting to clarify any information and answer any questions from the Council.
- City Council hears the request as an agenda item and renders a decision with findings and approval conditions.
- Thirty-day appeal window opens to appeal the City Council's decision to the District Court.
- Applicant receives signed findings.