

# City of Billings and Yellowstone County Zoning Jurisdiction: **Temporary Use Permit**



## **Requirements:**

- **Group 1 NO PERMIT REQUIRED:** Stay in one place less than 72 hours, must be 5 feet behind all property lines and shall not be parked on the street.
- **Group 2 PERMIT REQUIRED:** Stay in one place from 73 hours to 90 days
- **Group 3 PERMIT REQUIRED:** Stay in one place longer than 91 days and do not have wheels or axels (such as kiosks).

Before you apply online you will need:

1. **Landowner Approval.** Signature required on attached form for all Group 2 or new Group 3 uses.
2. **A Site Plan.** (Sample site plan attached). Provide sketch or aerial photo of the parcel, with any existing buildings and the location(s) of your temporary use, including the distances from the closest property lines. If you are proposing a drive-thru, show 4 cars stacked/waiting at **each** window (100' in length), how they will enter the site and how they will exit the site. Everywhere traffic will drive or park needs to be a hard surface, such as concrete or asphalt. Gravel is not allowed.
3. **A Surety Bond.** (Surety Bond flyer attached). For Group 3 Temporary Uses that will install a structure/kiosk, a \$1,650 surety bond is required to cover your structure in the event that that kiosk becomes abandoned for any reason. A surety bond can be obtained from an insurance company.
4. **A City business License.** For Group 3 uses in the City limits, the business license should include the address of the Temporary Use.

Please note, for a Group 3 Temporary Use, the maximum size allowed for a temporary use kiosk is 10x12 or 120 sq ft, per 27-1009.3(b)4(i). Any future changes to the size of your kiosk or its location, will require PRIOR approval by the planning division. No additional storage sheds are allowed on the site per Riverstone Health requirements and the kiosk cannot be hooked up to water or sewer.

Electronic copies of all required information in .pdf, .jpg or .tiff formats, should be uploaded through the Citizen Access portal: <https://services.billingsmt.gov/citizenaccess/>.

1) Create a login in   2) Create a Personal Account   3) Apply for PERMIT   4) Select TEMPORARY USE for the permit type.   5) Complete Application.   6) Select PAY FEES from the home page.  
Call (406) 657-8247 if you have any questions.

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**Fee:** Call (406) 657-8247 for current fee.

**Property Address:** \_\_\_\_\_ **Property Tax ID:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Landowner Name:** \_\_\_\_\_ **Landowner Phone:** \_\_\_\_\_

**Landowner Signature:** \_\_\_\_\_ **Landowner Email:** \_\_\_\_\_

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**Signage Area (sq ft)\*:** \_\_\_\_\_ **Describe the Temporary Use:** \_\_\_\_\_

\*Group 2, 100 sq ft max allowed,

Group 3, separate sign permit required

**Group 3 Only:** Size of Structure/Kiosk: \_\_\_\_\_ feet wide X \_\_\_\_\_ feet long



## OFFICE USE ONLY

Zoning: \_\_\_\_\_

**Corner lot?** Yes / No **If Yes:** Traffic Signal      Yield      Stop sign

**Clear Vision?** Yes / No *If Yes, circle one below:*

- |                       |                                |   |                                      |  |
|-----------------------|--------------------------------|---|--------------------------------------|--|
| (1a) Driveway & Alley | (1b) Central Business District | (1c) Minor Street Stop                          | (2b) All-Way Stop                    | (2c) Minor Street Yield                      |
| Driveway & Alley      |                                |   |                                      |  |
| (2d) Traffic Signal   | (2e) Central Business District | (3a) "Uncontrolled" Stop Sign or Traffic Signal | (3b) 2-Leg Uncontrolled Intersection | (3c) Uncontrolled Permanent "T" Intersection |
|                       | Stop Sign or Traffic Signal    | Intersection                                    |                                      |  |

**Receipt #:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_

Site Visit Required? Yes / No

Code Enforcement Case #: \_\_\_\_\_

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Use the space provided to provide a site plan, including existing lot lines, structures, all drive approaches, streets, alleys, proposed temporary use size and location and proposed parking for customers and employees. See attached sample site plan.

By signing this permit, I agree to follow all applicable regulations governing temporary uses within the City of Billings and the zoned jurisdiction of Yellowstone County.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLANNING APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_