



Planning and Community Services Department

316 N 26th St - 5th Floor

Billings, MT 59101

Phone: (406) 657-8247

ZONING COMPLIANCE PERMIT INFORMATION

PURPOSE:

To ensure development occurs in accordance with the applicable zoning regulations, a Zoning Compliance Permit is required Section 27-1628 prior to the construction of any structure within Yellowstone County's Zoning Jurisdictional Area, and Special Zoning Districts.

Requirements: Electronic copies of a site plan and this signed application, 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 FENCE PERMIT for the permit type. 5) Complete Application. 6) Select PAY FEES
Call (406) 657-8247 if you have any questions.

PROCESS:

I. Prior to Residential Construction

- **Applicant consults applicable zoning regulations** – Contact a planner at the Planning and Community Services Department if you have any questions – (406) 657-8247
- **Applicant should contact the City-County Health Department for a septic permit** – (406) 256-2770, 217 N. 27th Street (3rd floor, Yellowstone County Courthouse)
- **Applicant should contact the State of Montana Building Codes Division** to ensure compliance with state building code regulations – (406) 841-2040



- **Applicant submits Online** **CITIZEN ACCESS ONLINE**

- **All applications need to be submitted via the Citizen Access Portal. To better serve you, we are excited to roll out electronic submittal of all permits and projects. Citizen Access Online allows vendors with a current business license the convenience of viewing and applying for Zoning Applications and paying fees with a credit card online.**
- **To create an account to access City services and utilize the electronic permit and application submittal tools currently available within the Planning Division, access the Citizen Access Portal at: <https://services.billingsmt.gov/citizenaccess/>**

Required Uploads.

Zoning Compliance Permit Application, completed and signed.

Site Plan, including all existing and proposed structures, decks/porches, driveways, property lines, watercourse and easements in PDF (drawn to scale with setback

measurements from property lines labeled).

Building Elevation Plans PDF (drawn to scale with measurements labeled).

Floodplain location information (**If Applicable**) – if property may be located in a floodplain, contact the Yellowstone County Floodplain Administrator, Yellowstone County Courthouse, 217 N 27th Street, 4th Floor (406) 256-2775.

II. Prior to Commercial Construction

- **Applicant consults applicable zoning regulations** – Contact a planner at the Planning and Community Services Department if you have any questions – (406) 657-~~827-3~~676
- **Applicant should contact the City-County Health Department for a septic permit** – (406) 256-2770, 217 N. 27th Street (3rd floor, Yellowstone County Courthouse)
- **Applicant should contact the State of Montana Building Codes Division** to ensure compliance with state building code regulations – (406) 841-2040
- **Applicant submits required materials** to the Planning and Community Services Department, to include:

Zoning Compliance Permit, completed and signed with applicable permit fee.

Site Plan, including all existing and proposed structures, decks/porches, driveways, off-street parking, loading areas, property lines, watercourses and easements (drawn to scale with **setback** measurements from property lines labeled).

Landscaping Plan, showing how the property will be landscaped in adherence to the landscaping requirements of the zoning district the commercial project is located in.

Building Elevation Plans (drawn to scale with measurements labeled).

Floodplain location information (**If Applicable**) – If property may be located in a floodplain, contact the Yellowstone County Floodplain Administrator, Yellowstone County Courthouse, 217 N. 27th Street, 4th Floor, (406) 256-2775

III. Planning Department Permit Processing

- **Planning and Community Services Department reviews the application materials and may make a site inspection.** Completed applications will usually be reviewed within 5 working days for residential permits and within 20 working days for commercial permits.
- **Planning Division notifies the applicant whether the application is approved or denied.**
- **If approved, applicant builds structure** in accordance with the specifications submitted in the Zoning Compliance Permit, and in compliance with the requirements of the applicable zoning regulations.

SECTION 27-1628 ZONING COMPLIANCE PERMIT

A. APPLICABILITY

A zoning compliance permit is required prior to the start of construction for properties that are located within the unincorporated jurisdictional area. No land use may be established or changed in whole or in part; or no building or other structure shall be erected, moved, enlarged, rebuilt, added to, or structurally altered without first having received a zoning compliance permit.

B. AUTHORITY

A request for zoning compliance permit may be filed by a property owner or the owner's agent.

C. PROCEDURES

1. Common Procedures

Common procedures for review and decision of a zoning compliance permit are established in Sections 27-1603 through 27-1613. They are summarized here for applicant convenience.

2. Specific Procedures

- (a) Each application for a zoning compliance permit shall be accompanied by a site development plan, building elevations and any other information requested by the zoning coordinator to adequately review the proposed project.
- (b) Commercial projects also require submittal of a landscaping plan and a site plan showing off-street parking, loading, etc.
- (c) The zoning coordinator may waive the submittal requirements for some of the above-mentioned plans.

D. DECISION CRITERIA

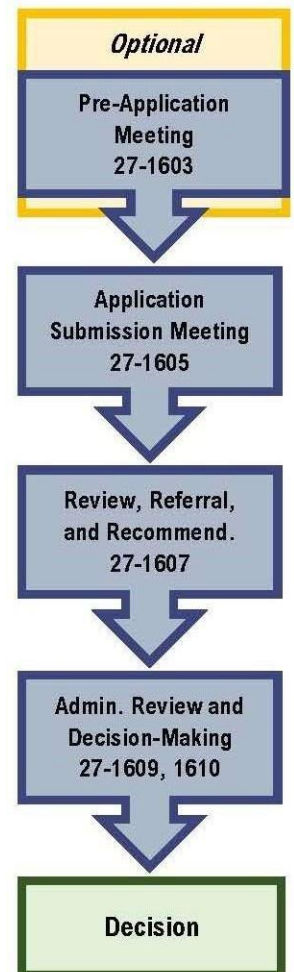
1. The zoning coordinator shall determine that the permit is issued in compliance with the regulations set forth in this Zoning Code.
2. The review of a zoning compliance permit application shall be limited only to a review of the applicable zoning regulations and shall not constitute a review of compliance with any applicable building codes or other County, State, or Federal regulations.

E. REVIEW AND DECISION-MAKING

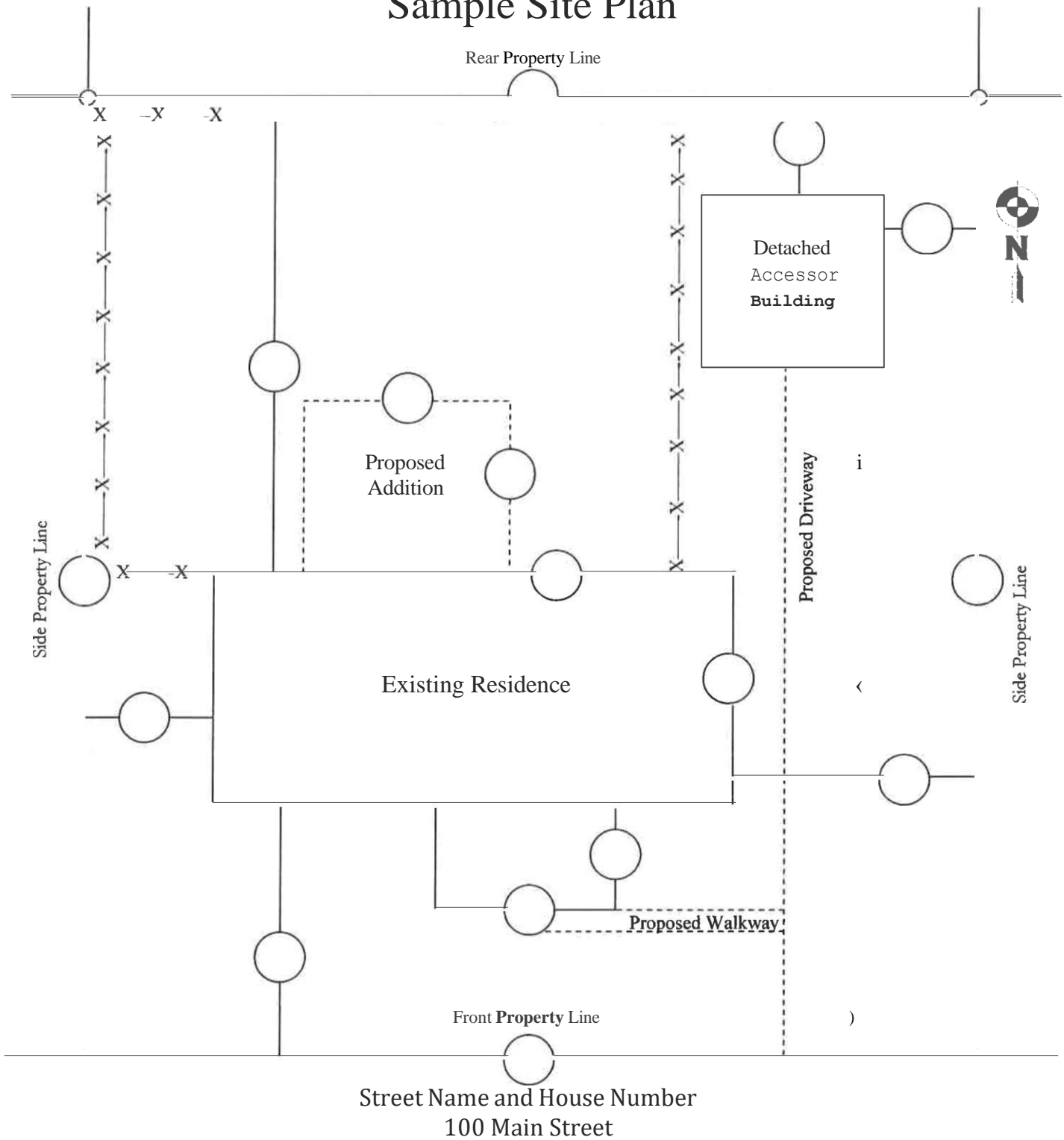
Zoning compliance permits are processed as an administrative decision pursuant to Section 27-1610.A.

F. LAPSE AND EXTENSION

Zoning compliance permits are valid for a period of six months from the date of approval and may be extended for an additional six months with written approval from the zoning coordinator.



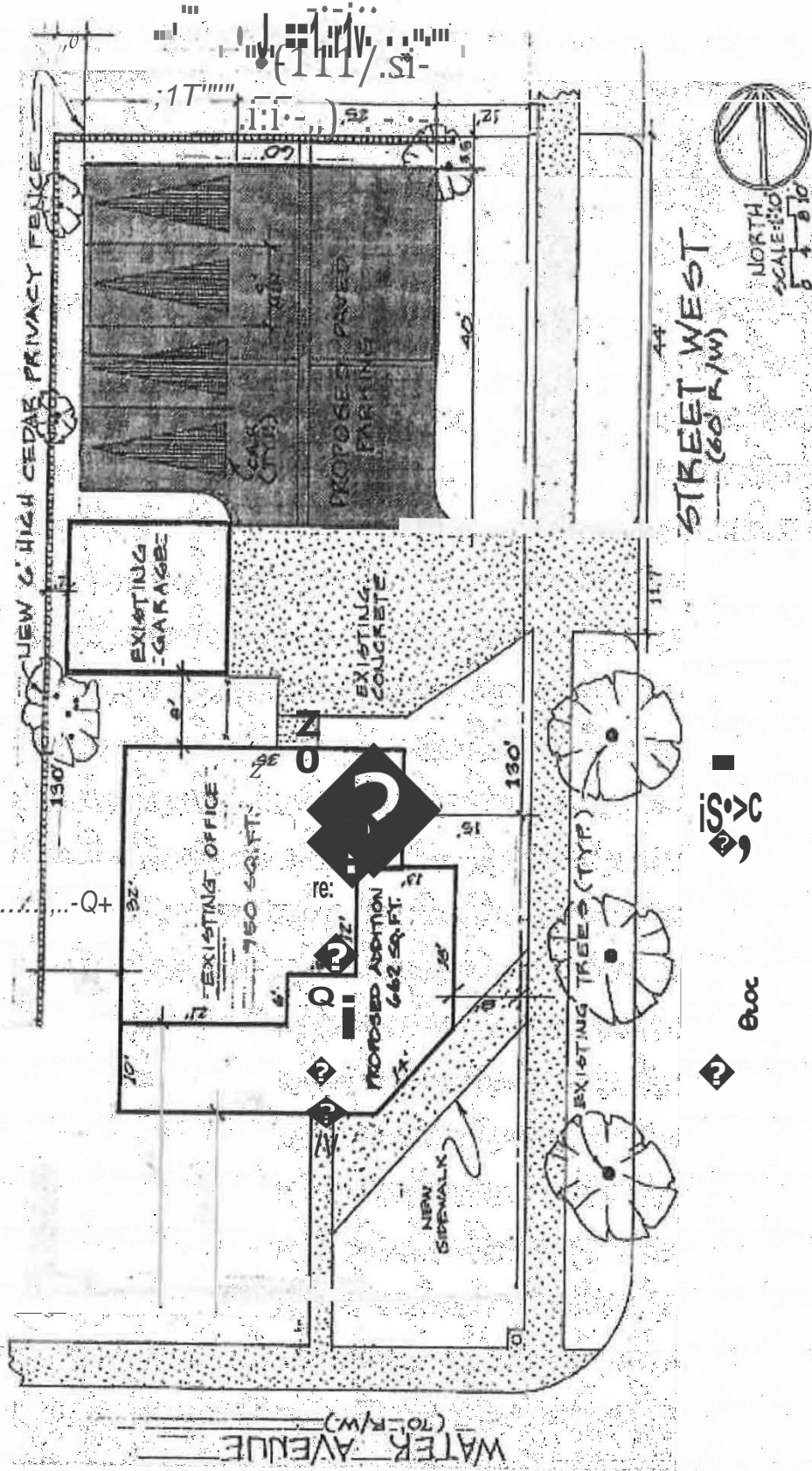
Sample Site Plan



Note: On the site plan you create please show distances in feet where you see circles shown on the Sample Site Plan above.

This document is not intended to allow a site plan to be used when a survey, prepared by a licensed surveyor, is required.

SITE PLAN





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Billings, MT 59101

Phone: (406) 657-8247

Current Fee: \$77.00

Required: ___11" x 17" site plan ___11" X 17" elevation

(applicant initial accompanying

Permit #_____

Application Information

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____
(Mailing address: please include City, State, Zip)

Property Owner Name: _____ Phone _____

Property Owner Address: _____
(Mailing address: please include City, State, Zip)

Property Information

Property Address: _____

Section, Township, Range: _____ Zoning District: _____

Lot size: _____ sq.ft. Lot area covered by structure(s): _____ sq.ft.
_____ %

Subdivision/COS: _____ Block: _____ Lot: _____

Building Information

Type and use of proposed structure(s): _____

Building separation in feet (for multiple buildings on one lot): _____

Is structure manufactured off-site? Yes / No --- If yes, **was it built to Federal Department of Housing and Urban and Development (HUD) or International Building Code (IBC) standards?** Yes / No

If the structure was manufactured off-site and built to IBC standards, please provide the Factory Built Building (FBB) number # _____

Number of dwelling units: _____

Total Square feet (including garages and unfinished spaces): _____

Building Height (calculated according to zoning regulation definition): _____

(Commercial Only) Landscaping Coverage: _____ sq.ft.

(Commercial Only) Number of Off-Street Parking Spaces: _____

Description of other existing structures on the property: _____

AGREEMENT

The undersigned hereby certifies that the information submitted in this application is true and correct; and that the proposed work shall be done in accordance with the plans and specifications submitted in this application, and in compliance with the requirements of the applicable zoning regulations.

Applicant's signature _____ **Date** _____

FOR OFFICE USE ONLY

CC/Cash/Check # _____ Amount: _____ Rect. #: _____

Date Received: _____ Date Completed: _____

Approved: _____ Denied: _____

Comments:

Approved by: _____ Title: _____ Date: _____
Signature