



City of Helena  
**LAND USE**  
Application Form

**Please provide all of the information requested in the Application Instructions.  
AN INCOMPLETE APPLICATION MAY DELAY REVIEW OF YOUR REQUEST.**

1. <b>APPLICANT:</b>	2. <b>PROPERTY OWNER</b> (if different from applicant):
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Primary Phone: _____	Primary Phone: _____
Secondary Phone _____	Secondary Phone: _____
Email address: _____	Email address: _____
Authorized Representative _____ (The representative is authorized to represent the property owner and to receive all correspondence)	

3. **LEGAL DESCRIPTION (submit a deed and recent copy of the plat to verify description):**

Subdivision/Blocks/Lots and COS number: \_\_\_\_\_  
\_\_\_\_\_

Section, Township, and Range: \_\_\_\_\_

4. **ADDRESS OF PROPERTY:** \_\_\_\_\_

5. **CURRENT ZONING:** \_\_\_\_\_

6. **GEOCODE:** \_\_\_\_\_

Please indicate the type of land use/land use change you are requesting and submit this form with your application:

- Pre-Zone     Annexation
- Conditional Use Permit     Variance from Zoning Regulations     Zone Change
- Major Subdivision Preliminary Plat     Minor Subdivision Preliminary Plat     Final Plat     Amended Plat

**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.**

**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. In the event the taxes and assessments are not paid, the proposal will be brought back before the city commission at the next regularly scheduled meeting for reconsideration.**

**I HEREBY CERTIFY AND ACKNOWLEDGE THE ABOVE STATEMENTS AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from applicant)