

City of Helena
PREZONE
Application Form

APPLICATION FEE: \$410.00
(Payable to the City of Helena)
ALL FEES ARE NON-REFUNDABLE

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

- 1. **APPLICANT:**
Name: _____
Address: _____

Work Phone: _____
Home Phone _____
- 2. **PROPERTY OWNER** (if different from applicant):
Name: _____
Address: _____

Work Phone: _____
Home Phone: _____
- 3. **LEGAL DESCRIPTION (submit a deed to verify description):**
Subdivision/ Addition and Blocks & Lots or metes-and-bounds: _____

Section, Township, and Range: _____
- 4. **ADDRESS OF PROPERTY:**

General Location: _____
- 5. **IS THE PROPERTY CONTIGUOUS TO EXISTING CITY LIMITS?** Yes _____ No _____
If so, what is the adjacent City zoning? _____
- 6. **PROPOSED ZONING:** _____
- 7. **PRESENT USE:** _____

- 8. **PROPOSED USE:** (attach additional information if necessary)

- 9. **WILL THE PROPOSED ZONING CONFORM TO THE HELENA GROWTH POLICY?**
Yes _____ No _____

If not, does this pre-zone request include a simultaneous request to amend the Helena Growth Policy?
Yes _____ No _____
- 10. **REASON(S) THIS PROPOSAL SHOULD BE APPROVED** (attach additional information if necessary):

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.

Please be aware that the City Commission has formally adopted a policy requiring that ALL OF THE PROPERTY TAXES BE PAID AND CURRENT PRIOR TO TAKING ACTION ON ANY PROPOSAL. A copy of your paid tax receipt must be submitted with your application.

I HEREBY CERTIFY THE ABOVE STATEMENTS AND ANY ATTACHED INFORMATION ARE TRUE AND CORRECT.

SIGNED: _____ Date: _____
Applicant

Property Owner _____ Date: _____
(If different from applicant)

City of Helena
PREZONE
Application Instructions

INTENT : Application to the Helena Zoning Commission and City Commission for an amendment to the Official Zoning Map; such amendment will pre-zone property for annexation purposes. Zoning does not become effective until the property has been annexed into the City.

GENERAL:

1. Submit an application according to the Zone Change application deadline schedule available in the Community Development Department. **The application fee must be paid at the time of application submittal.**
2. **The application must be COMPLETE and SIGNED by the applicant and property owner.** An incomplete application may delay review of your request. Attach additional information if needed.
3. Provide a plat of the subject property or a description of the boundaries of the area to be prezoned.
4. Submit a storm water drainage plan, unless waived by the Director of Public Works.
5. Submit a paid tax receipt for the subject property and a current deed to verify the legal description of the property.
6. Submit a vicinity map of the area with the application form. This map must show the location of the property in relation to surrounding land and zoning in the immediate area; location of City water and sewer mains and other utilities; and City streets.

NEW CONSTRUCTION MUST COMPLY WITH THE FOLLOWING:

- Building and fire codes including required building and occupancy permits
- Zoning Ordinance requirements including but not limited to minimum lot size; minimum lot width; front, side and rear yard setbacks; maximum lot coverage, minimum floor area (where applicable), building height, landscaping; parking; screening; and signage (unless a variance has been obtained from any of the requirements)
- Installation of sidewalks, curbs and gutters may be required, if deteriorated; repair or replacement may be required

PREZONE
Review Criteria

Montana MCA Section 76-2-304, "Purposes of Zoning" states:

(1) Zoning regulations must be made in accordance with a growth policy and designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements

(2) Zoning regulations must be made with reasonable consideration, among other things, to the character of the district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the municipality.

Section 11-2-8(D) of the Helena Zoning Ordinance states the Zoning Commission and the City Commission will hold public hearings, to give the public an opportunity to be heard upon the matter.

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