



DATE RECEIVED:

City of Helena  
**ZONE CHANGE**  
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 and Checklist  
AN INCOMPLETE APPLICATION MAY DELAY REVIEW OF YOUR REQUEST**

1. **PROPOSED ZONING:** \_\_\_\_\_ **ADJACENT ZONING:** \_\_\_\_\_
2. **PRESENT USE:** \_\_\_\_\_
3. **PROPOSED USE:** (attach additional information if necessary) \_\_\_\_\_  
\_\_\_\_\_
4. **ADJACENT USES:** \_\_\_\_\_
5. **REASON(S) THIS PROPOSAL SHOULD BE APPROVED** (attach additional information if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Instructions**

**INTENT:** Application to the Helena Zoning Commission and City Commission for an amendment to the official Zoning Map. Such amendments re-classify property from one zoning district to another.

**GENERAL REQUIREMENTS:**

1. \_\_\_\_\_ **Submit an application, including the application fee, according to the Zone Change application deadline schedule available in the Community Development Department.**
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. \_\_\_\_\_ **Submit the following materials with your signed application:**
  - \_\_\_\_\_ **A. A description of the boundaries of the area of the proposed zone change and its relationship to the City of Helena Growth Policy and future land use map.**
  - \_\_\_\_\_ **B. A vicinity map of the area showing the location of the property in relation to surrounding land and zoning in the immediate area, and City streets.**

- \_\_\_\_\_ C. The most recently filed plat or certificate of survey;
- \_\_\_\_\_ D. A current tax receipt for the subject property (if available).
- \_\_\_\_\_ E. Any information you may find relative to the review criteria listed below:

### Review Criteria

Your application will be reviewed using Montana MCA Section 76-2-304, "Criteria and Guidelines for Zoning Regulations" stated below:

- (1) *Zoning regulations must be:*
  - (a) *made in accordance with a growth policy; and*
  - (b) *designed to:*
    - (i) *secure safety from fire and other dangers;*
    - (ii) *promote public health, public safety, and the general welfare; and*
    - (iii) *facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements.*
- (2) *In the adoption of zoning regulations, the municipal governing body shall consider:*
  - (a) *reasonable provision of adequate light and air;*
  - (b) *the effect on motorized and nonmotorized transportation systems;*
  - (c) *promotion of compatible urban growth;*
  - (d) *the character of the district and its peculiar suitability for particular uses; and*
  - (e) *conserving the value of buildings and encouraging the most appropriate use of land throughout the jurisdictional area.*

### **PROCESS:**

Section 11-1-10 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.

**ANY ZONE CHANGE ACTION IS NOT EFFECTIVE UNTIL THIRTY (30) DAYS FOLLOWING SECOND PASSAGE OF AN APPROVED ZONING ACTION BY THE CITY COMMISSION.**

The Zoning Commission will make a recommendation to the City Commission who will approve, deny or conditionally approve the requested change.