



City of Helena
Pre-Application Information Form

DATE RECEIVED:

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By April Sparks at 9:34 am, Apr 04, 2024

Please fill out this form as best you can and return to the City Planning Office **five (5) days prior** to your pre-application meeting. If you have any problems filling out this form, please call the City Planning Office at 447-8490 and we will be happy to assist you.

PLEASE CHECK ONE: **SUBDIVISION** **NON-SUBDIVISION**

1. Name of Applicant: Jakson Isbell
Name of Property Owner (if different): Paydirt LLC, Jackson Isbell
Address/City/State/Zip: 1126 Poplar St Helena, MT 59601
Email: jack.isbell@solarmontana.com Primary Phone: 406-459-9460

Secondary Phone: 406-442-4828
2. Contact person: Jackson Isbell Primary Phone: 406-459-9460
Email: jack.isbell@solarmontana.com Secondary Phone: 406-442-4828

3. Legal Description and general location: GRAND AVE ADDN AMEND, S19, T10 N, R03 W, BLOCK 22, Lot 9 - 12, 28000 SQUARE FEET, PREV COS # 3004235

Please provide a general vicinity map, showing existing streets, north arrow and the proposed location of the site.

4. Describe land use proposal (CUP, zone change, etc.): Build Office/Warehouse.

5. What, if any, is the existing zoning? B2

6. Do you plan to hire an engineer? Yes No Do you plan to hire a surveyor? Yes No

7. Are you aware of any site conditions that may affect development? NO

8. Describe proposed water and sewer system: Domestic Water/Standard Sewer Connection

9. Describe proposed streets/access: Poplar, Public Easement Dodge: Private entrance to yard. Vacated Alley: Private entrance to yard

10. Do you intend to apply for a variance? No

11. Describe drainage provisions (if applicable): Site would comply with city drainage requirements

For Subdivision Pre-Application Conference, please complete the following additional information:

12. Name of proposed subdivision: _____

13. Number and size of lots: _____ approximate size of subdivision: _____

14. How do you intend to meet the park dedication requirement? cash donation park dedication
 Combination n/a

Please include a sketch of the proposed subdivision showing the layout of the existing streets in relation to the site.

SUBDIVISION PRE-APPLICATION CONFERENCE

- A. Prior to submitting a preliminary plat application, a subdivider for a subdivision must consult with the Planning division of the Community Development Department to become familiar with the City's subdivision application requirements and review process. The subdivider must attend a pre-application meeting prior to submitting a subdivision application or resubmitting a previously submitted subdivision application that has material changes or amendments made by the subdivider after the original application has been determined by the City to contain required elements and sufficient information.
- B. The pre-application meeting will be scheduled within thirty (30) days after the subdivider submits a written request for a pre-application consultation and submits the pre-application materials to the City.
- C. To be considered for review, a subdivision application must be submitted within one hundred eighty (180) days of the pre-application meeting consultation. If an application is not submitted within that time frame, the subdivider must request a new pre-application consultation prior to submitting the subdivision application.
- D. In order to make the pre-application consultation productive, the subdivider should provide as much of the following information as possible:
- 1. Names and addresses of the subdivider and the owner of the property proposed to be subdivided;
 - 2. Name of proposed subdivision;
 - 3. Location of the property to be subdivided;
 - 4. Existing zoning of the property to be subdivided;
 - 5. Number and size of proposed subdivided lots;
 - 6. Size of the proposed subdivision;
 - 7. Name and contact information for any engineer or surveyor that have been retained;
 - 8. Proposed water and wastewater systems;
 - 9. Nearest existing water and wastewater mains to the property and type, size, and location of existing wastewater treatment facilities, including septic systems;
 - 10. Proposed streets;
 - 11. Whether the subdivider intends to apply for a zone change, zoning variance, or subdivision regulation variance;
 - 12. Description of any physical and environmental site conditions on the property;
 - 13. Stormwater drainage system;
 - 14. Proposed special improvement or maintenance districts;
 - 15. Proposed park land dedication;
 - 16. Legible drawing of the proposed subdivision showing layout of existing streets in relationship to proposed improvements and topography of the tract, if possible (drawing does not need to be to scale);
 - 17. A general vicinity map showing existing streets and north arrow;
 - 18. Existing structures on the property;
 - 19. Existing easements and right-of-ways on the property;
 - 20. Existing and proposed covenants or deed restrictions;
 - 21. Water rights, including the name of owner(s), amount of water by flow rate or volume, date of priority of the right, purpose of use, place of use, and place and means of diversion;
 - 22. Types and locations of agricultural water facilities; and
 - 23. Analysis on how the proposed subdivision complies with the City Growth Policy.

Applicable Laws and Regulations

The following are state laws, local regulations, Growth Policy provisions and other documents that may apply to the subdivision review process; this is for informational purposes only per MCA 76-3-504 (1)(q)(ii):

- Montana Code Annotated: including but not limited to Title 76 – Chapter 3
- Administrative Rules of Montana: including but not limited to Title 8, Chapter 94, Sub-chapter 30
- City of Helena City Code: including but not limited to Title 6 Public Utilities
Title 7 Public
Ways Title 11
Zoning, and
Title 12 Subdivision Regulations
- 2011 City of Helena Growth Policy
- Greater Helena Area Transportation Plan – 2004 Update
- 2011 City of Helena Comprehensive Parks, Recreation, and Open Space Plan
- City of Helena Engineering Standards
- South Hills Planning Study – 1985
- Helena West Side Infrastructure Study – 2001

Comment Contact List

The following entities may be contacted for comments on proposed subdivisions per MCA 76-3-504 (1)(q)(iii). The City requests these entities respond within two (2) weeks of receiving the City's "Request for Comment." Although the City requests that these entities respond within two (2) weeks, they may comment at any time during the subdivision review process. Applications for subdivision review will not be delayed if these entities do not respond within the review period.

- ADA Compliance Committee
- City of East Helena
- City of Helena
- East Helena Public Schools
- Fort Harrison
- Helena Citizen's Council (HCC)
- Helena Regional Airport
- Helena School District
- Helena Valley Irrigation District
- Jefferson County
- Lewis and Clark County
- Lewis and Clark County Water Quality Protection District
- Lewis and Clark County Soil Conservation District
- Montana Department of Environmental Quality
- Montana Department of Fish, Wildlife, and Parks
- Montana Department of Natural Resources and Conservation
- Montana Department of Transportation
- Montana Land Reliance
- Montana Natural Heritage Program
- Non-motorized Transportation Advisory Council
- NorthWestern Energy
- St. Peter's Hospital and Ambulance Service
- State Historic Preservation Office
- City-County Heritage Tourism Council
- Three Rivers Communications

- U.S. Army Corps of Engineers
- U.S. Bureau of Land Management
- U.S. Environmental Protection Agency
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. Geological Survey, Water Resources Division
- U.S. Post Office
- Utility companies including those providing electrical, communication, fiber optic, gas, or other services
- Yellowstone Pipe Line Company



SITE PLAN NOTES

- CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING WORK.
- WORK UNDER THIS CONTRACT INCLUDES ALL DESIGNATED WALKS, PADS, GRAVELED AREAS, PAVED PARKING, PARKING SIGNS, CURBS AND WALKS WITHIN THE CONTRACT/SITE BOUNDARY & ADJACENT STRIP ALONG POPLAR STREET.
- DIMENSIONS ARE TYPICALLY TO FACE OF WALL, PROPERTY LINE, OR CENTER OF ROAD
- LOCATE SIDEWALK CONTROL JOINTS AS SHOWN IN DRAWINGS OF WALKS AND SLABS. IF JOINTS ARE NOT SPECIFICALLY DIMENSIONED, ALIGN WITH BUILDING COLUMNS, PIERS AND BUILDING OFFSETS, CENTER ON OPENINGS OR ALIGN WITH OTHER BUILDING ELEMENTS AS SHOWN.
- THE LOCATIONS OF EXISTING BUILDINGS, UTILITIES, AND OTHER SERVICE CONNECTIONS INDICATED ARE BASED ON AS-BUILT PLANS AND OBSERVABLE CONDITIONS WHERE AVAILABLE. CONTRACTOR IS TO VERIFY AND COORDINATE EXISTING SITE CONDITIONS AND FACILITIES PRIOR TO CONSTRUCTION. CONTRACTOR IS TO NOTIFY OWNER IMMEDIATELY UPON DISCOVERY OF ANY DISCREPANCIES THAT EFFECT THE WORK.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING TEMPORARY FACILITIES DURING CONSTRUCTION. ALL WORK SHALL BE CONFINED TO THE IMMEDIATE AREA SURROUNDING THE CONSTRUCTION SITE. CONSTRUCTION MOBILIZATION / STAGING / STORAGE / PARKING SHALL BE COORDINATED WITH THE OWNER AND RESTORED TO A LIKE NEW CONDITION UPON COMPLETION OF THE PROJECT.
- THE CONTRACTOR SHALL LOCATE EXISTING UTILITIES ON THE SITE. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO PROTECT EXISTING UTILITIES AND MINIMIZE OUTAGE TO ADJACENT FACILITIES DURING THE MODIFICATION AND RELOCATION OF THESE UTILITIES.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL SITE FLAGGING, TEMPORARY FENCING, ETC. REQUIRED FOR SAFE USE OF THE SITE DURING THE COURSE OF THE PROJECT AND TO ENSURE A SAFE CONDITION FOR ALL NUTRIEN STAFF, CONTRACTOR STAFF, AND SUBCONTRACTORS.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
- THE CONTRACTOR IS RESPONSIBLE FOR ORGANIZING AND COORDINATING ALL NECESSARY ON-SITE INSPECTIONS REQUIRED BY GOVERNMENTAL PERMITTING AGENCIES.
- THE CONTRACTOR SHALL MAINTAIN AND ADHERE TO ALL CURRENT LIFE-SAFETY AND INTERIM LIFE-SAFETY RULES AND REGULATION THROUGHOUT THE CONSTRUCTION OF THIS PROJECT.

SITE PLAN KEYNOTES

- EXISTING FENCING TO BE FULLY REMOVED ALONG FULL LENGTH OF SOUTH PROPERTY LINE (POPLAR ST) & UP WEST PROPERTY LINE (DODGE AVE) TO NORTH LINE OF NEW BUILDING
- NEW 6' CHAIN LINK FENCE (OWNER OPTION TO SALVAGE & REUSE EXISTING FENCE TO GREATEST EXTENT POSSIBLE)
- NEW 12' GATE IN CHAIN-LINK FENCE - COORDINATE LOCATION W/ EXISTING ON-STREET PARKING SPACES TO ONLY REMOVE (1) SPACE
- 12' GATE IN CHAIN-LINK FENCE
- 3' MAN-GATE IN CHAIN-LINK FENCE
- EXISTING LIGHT POLE TO BE FULLY REMOVED (OWNER OPTION TO SALVAGE & RELOCATE ON-SITE IF USABLE)
- NEW CONCRETE APPROACH TO POPLAR STREET (IN LOCATION OF EXISTING APPROACH, WIDENED) - FULLY REMOVE & REPLACE EXISTING APPROACH TO DIMENSION SHOWN ON PLAN
- NEW CONCRETE APPROACH
- NEW CONCRETE WALK ATTACHED TO EXISTING CURB
- BOULEVARD LANDSCAPE STRIP PER CITY OF HELENA ORDINANCE
- APPROXIMATE LOCATION OF NEW ELECTRICAL TRANSFORMER - SEE CIVIL
- LANDSCAPE & DETENTION AREA PER CIVIL
- NEW GRAVEL APPROACH - SEE CIVIL
- NEW ASPHALT PAVING - SEE CIVIL
- VAN-ACCESSIBLE PARKING SPACE - SEE FLOOR PLAN
- LANDSCAPE AREA AT BUILDING - SEE FLOOR PLAN
- ACCESSIBLE ROUTE TO FRONT ENTRY
- COVERED LEAN-TO AREA - SEE FLOOR PLAN
- CONCRETE APRON ALONG LEAN-TO & TRUCK RECEIVING AREA - SEE FLOOR PLAN
- GRAVEL PAVING AREA - PER CIVIL
- EXISTING LIGHT POLE TO REMAIN (OWNER OPTION TO SALVAGE & RELOCATE ON-SITE IF USABLE)
- EXISTING FIRE HYDRANT

ZONING SYNOPSIS

ZONING	B-2 (general commercial)
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Use	Construction Materials Sales "The wholesale or retail sale of bulk construction materials such as roofing, lumber, bricks, and component building parts. This term does not include on site manufacturing of construction material."
Table 1	Permitted
Min. Lot Area	None
Setbacks	Front/Side/Rear None Height 75' max
Parking	3.29/1,000sf = 24 = reduced to 12 spaces -10 on-street, -3 for bike spaces 13 spaces provided
Landscaping	1,207sf + rear detention area (l.b.d.)

