

TOWN OF CULBERTSON
P.O. BOX 351
CULBERTSON, MT 59218
(406) 787-5271
townclerk@culbertsonmt.com

SKETCH PLAN CHECKLIST

CLASSIFICATION OF SKETCH PLANS: Individual single-household and two-household dwellings each on individual lots; fences; signs in compliance with the Municipal Code; special temporary uses; and accessory structures associated with these uses. Other similar projects may be determined by the Town staff to require only sketch plan review. The Town staff shall determine all submittal requirements. All other developments within the Town shall be subject to site plan review procedures and criteria, and the applicable submittal requirements.

SKETCH PLAN REVIEW:

1. Separate construction plans are necessary for building permits when the proposal requires such permits.
2. Sketch plans for projects shall be submitted to Town staff for a determination of compliance with the requirements of the Municipal Code. Once compliance is achieved, the application will be approved for construction or referred to the appropriate permitting authorities.
3. Sketch plans shall be reviewed for compliance with all applicable requirements of the Town Ordinance(s), exclusive of any legal nonconforming conditions.
4. This Town staff project decision may be appealed filing a notice of appeal with the Clerk of the Council for the Town of Culbertson, within 4 days after the date of approval as evidenced by the Town staff's signature.

SKETCH PLAN CHECKLIST

3 SETS REQUIRED	Yes	No	N/A
1. Development Application form.			
2. Sketch plan, (no larger than) 11 X 17, north at the top of the page. <ul style="list-style-type: none"> • site boundaries/property lines, with accurate lot dimensions. • streets and alley frontages with names and easements. • location of all existing and proposed structures (including decks/porches) with distances to the nearest foot between buildings and from buildings to property lines with accurate building area dimensions. • drawn to scale with setback measurements clearly labeled and in sufficient detail to demonstrate compliance with the requirements of the Development Review Ordinance. 			
3. Parking and circulation, driveways,			
4. Drainage patterns and watercourses.			
5. Floor plans, (no larger than) 11 X 17, including garage, basement, and all finished and unfinished spaces (drawn to scale and/or with outside dimensions clearly labeled).			
6. Building elevation plans, (no larger than) 11 X 17 (drawn to scale and/or with measurements clearly labeled).			
7. Plans, sketches, pictures, specifications and other data that will clearly express any proposed building alterations or additions.			
8. Location of all utilities that will service the improvements including but not limited to water, sanitary sewer, power, gas, phone, etc.			
9. Such other information as may be suggested by the Town staff.			
10. Clearly marked property corners and proposed building corners with flags, stakes, etc. (including garage and deck/porch).			
11. Length of time since current / previous use:			
12. Proposed use:			

**INSTRUCTIONS FOR COMPLETING A
DEVELOPMENT REVIEW APPLICATION**

1. Name of Project: REQUIRED: Provide a project name, such as "Smith Garage" or "4th Ave. W 4-Plex."

2. Property Owner Information:

REQUIRED: Provide the requested information for the Owner of the Property where the project will be located.

3. Applicant Information:

Provide this information if the Applicant is not the Property Owner. For example, if you are thinking or buying a lot, and you want to have your plan for the new house reviewed before you buy, you would fill out this section. If the Applicant is the Owner, fill in "Same as Above" or "Same as Owner"

4. Representative Information:

Provide this information if a third party is acting as an agent for the Owner or Applicant. For example, a contractor may submit an application on behalf of a client to have plans reviewed for house that the contractor plans to build. If not applicable, leave blank or fill in "NA."

5. Street Address of Project: REQUIRED: Use "NA" if a Street Address has not been assigned.

6. Legal Description:

REQUIRED: Refer to legal documents (deeds, surveys, etc.), obtain legal documents from the County Courthouse, or refer to maps available at the Town Offices. Legal information and maps can also be accessed at the Montana Cadastral Mapping Program (<http://gis.mt.gov/>) website.

Type of project: (Check all that apply) REQUIRED

<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Soils (Remove/Replace)
<input type="checkbox"/>	Excavation	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Grading
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Signs (Installed/Removed)	<input type="checkbox"/>	Other (please specify) _____

7. Project Description: REQUIRED: Provide a short description of the project. For example "Construct a two car garage behind an existing house."

9. Current Land Use(s): For example "Single-family Residence" or "Vacant."

10. Proposed Land Use(s): For example "Residential – Fourplex"

As indicated by the signature(s) below, the property owner(s), applicant(s) and representative(s) submit this request for review under the terms and provisions of the Culbertson Municipal Code. It is further indicated that any work undertaken to complete a development, approved by the Town of Culbertson shall be in conformance with the requirements of the Culbertson Municipal Code and any special conditions established by the approval authority. This development shall be in conformance with building and fire codes including required building and occupancy permits.

Provide the applicable signatures, depending on the information provided in Sections 2 through 4.

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge.	
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Property Owner's Signature:	Date:
Applicant's Signature:	Date:
Applicant's Signature:	Date:
Representative's Signature:	Date:
Representative's Signature:	Date:

The Town Clerk and/or Planner will fill in the information below for record keeping.

FOR OFFICE USE ONLY:	
Date Request Received:	
Initials of Recipient:	
Name of Reviewer:	
Geocode:	
Change of Use Proposed?	
Floodplain?	

TOWN OF CULBERTSON

REQUIRED INFORMATION FOR A ZONING/ORDINANCE PERMIT.

1. PROPERTY OWNER NAME: _____

2. NATURE OF THE STRUCTURE AND GENERAL DISCRPTION:

3. ESTIMATED COST OF PROJECT: _____

4. TYPE OF MATERIALS USED: _____

5. DISTANCE FROM PROPERTY LINES (minimum 5 ½ feet): _____

6. DISTANCE FROM BOULEVARD & ALLEY: _____

7. LEGAL DESCRIPTION & PYSICAL ADDRESS OF PROPERTY: _____

8. PLEASE ATTACH ILLUSTRATION OF PROJECT :
 - W/ MEASUREMENTS
 - PLACEMENT ON PROPERTY
 - DIRECTION – NORTH, SOUTH, EAST, WEST.

This application will not be considered if it is not complete.

<p>Document Prepared By:</p> <p>Greg W. Hennessy Hennessy Law Office, P.C. 417 1st Avenue East – PO Box 0756 Williston, ND 58802-8296 MT & ND Licensed Town Attorney</p>	<p>THIS SPACE FOR OFFICIAL USE</p> <p>TOWN OF CULBERTSON, MONTANA ZONING/ORDINANCE PERMIT</p>
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The Town Council of the Town of Culbertson, Montana is the authority designated to issue zoning/ordinance permits for the Town and exercise zoning authority. The granting and/or issuance of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or an approval of, a violation of any of the provisions of the Uniform Building, Mechanical, Fire, or Plumbing Codes; the National Electrical Codes; the Town of Culbertson Zone and Sign Code, Town of Culbertson Municipal codes, or any other ordinance of the Town of Culbertson in effect upon execution of this document or hereafter adopted. The Applicant and Owner have responsibility for compliance with the applicable Codes and Ordinances.

THE APPLICANT AND OWNER EXPRESSLY AGREE(S) to indemnify and hold harmless the Town and Town Council from any and all errors or omissions which may arise from any building plan, specifications, computations or permit put forward by Applicant or Owner and ratified and approved by the Town of Culbertson, Montana in consideration for such approval.

The building plan, specifications, computations or permit attached herto is hereby incorporated by reference.

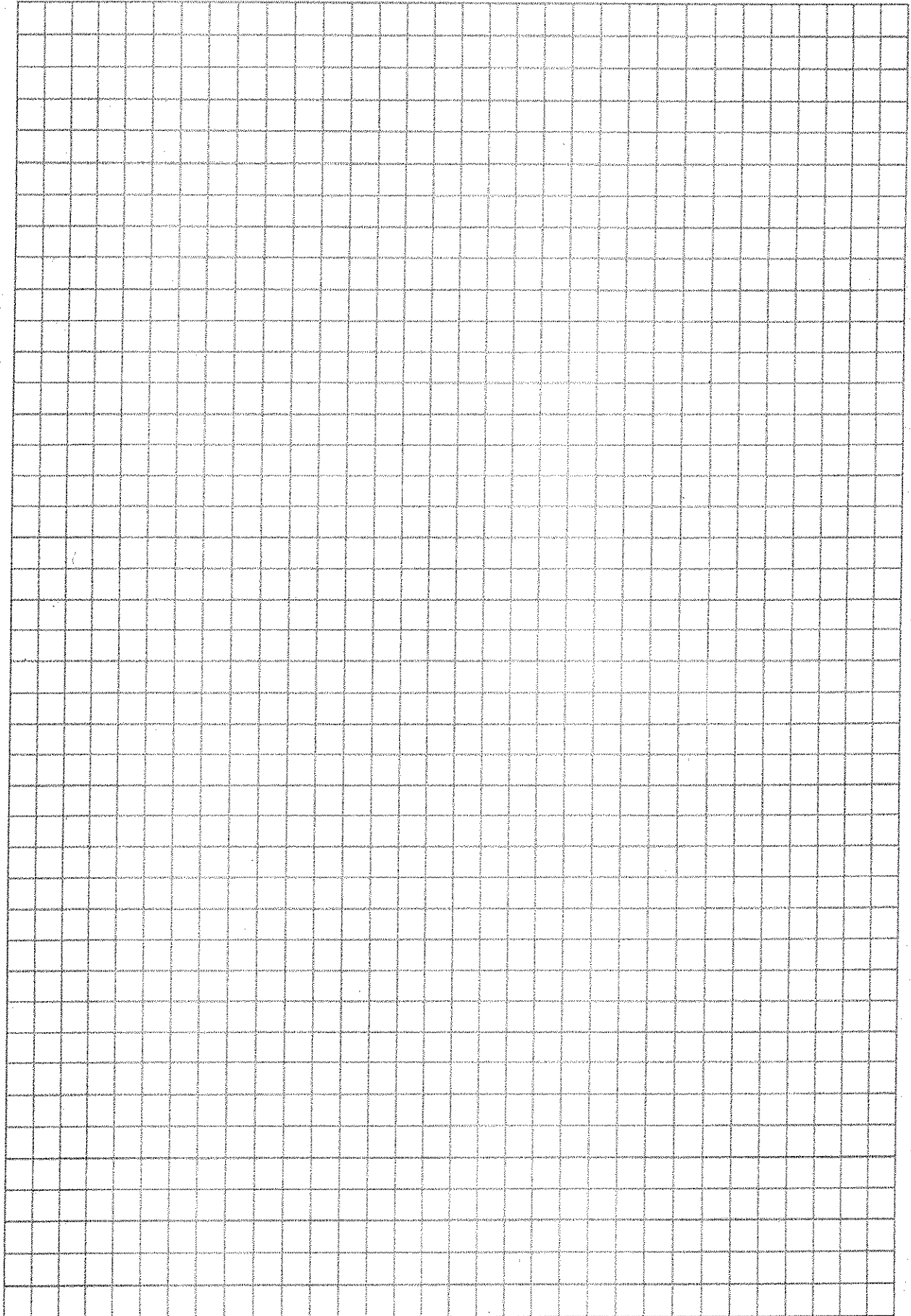
Dated: _____

Applicant

Dated: _____

Owner

NORTH



SOUTH

Town of Culbertson
P.O. Box 351
Culbertson, MT 59218

Exhibit "A"
Development Review Fee Schedule

Application Type	Review Fee	Advertising Fee	Number of Sets
Sketch Plan	\$150.00	None	3
Preliminary Site Plan	\$800 + \$100/hr after 8 hours	None	12
Preliminary CUP	\$800 + \$100/hr after 8 hours	\$100 (2 ads)	12
Final Site Plan	\$300 + \$100/hr after 3 hours	None	5
Final CUP Plan	\$300 + \$100/hr after 3 hours	None	5
Variance	\$500.00	\$100 (2 ads)	12
Administrative Appeal	\$250.00	\$100 (2 ads)	12
Informal Review	\$100.00	None	12
Public Agency Exemption	\$100.00	\$100 (2 ads)	12
Land Use Map Amendment (LUMA)	\$500.00	\$50 (1 ad)	12
LUMA-initial (with Annexation)	\$300.00	\$50 (1 ad)	12
Ordinance Text Amendment	\$500.00	\$50 (1 ad)	12

* Conditional Use Permit (CUP)

*Land Use Map Amendment (LUMA)

The Applicant is financially responsible for actual outside engineering, consulting, professional and/or contracted services fees, etc. at the sole discretion of the Town of Culbertson for the review of development applications. Additional review fees beyond those described shall be collected by the Town Clerk. A Development Review permit may be revoked by the Town Council if the applicant does not pay the required review fee as issued by the Town Clerk.

December 2018

X _____
Initial