

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:			

DEVELOPMENT REVIEW APPLICATION

1. Name of Project:					
2. Property Owner Information:					
Name:			Email:		
Mailing Address:					
Phone:			Fax:		
3. Applicant Information:					
Name:			Email:		
Mailing Address:					
Phone:			Fax:		
4. Representative Information:					
Name:			Email:		
Mailing Address:					
Phone:			Fax:		
5. Street Address of Project:					
6. Legal Description:					
Type of project: (Check all that apply)					
	Demolition		Landscaping		Soils (Remove/Replace)
	Excavation		Fencing		Grading
	Construction		Signs (Installed/Removed)		Other (please specify) _____
7. Project Description:					
9. Current Land Use(s):					
10. Proposed Land Use(s):					

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.

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:

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 ZONING /ORDINANCE PERMIT APPLICATION WILL BE NOT BE CONSIDERED IF INCOMPLETE

1. Property Owner Name: _____
2. Physical Address of Property: _____

3. Property Owner Phone Number: _____
4. Purpose and General Description of the Structure: _____

5. Estimated Cost of Project: _____
6. Type of Materials Used: _____

7. Distance From Property Lines: _____

8. Please Attach Illustration of Project:
 - with Directions – North, South, West, East
 - with Measurements
 - Placement of Structure On Property

PHYSICAL STANDARDS

Maximum lot coverage by principal and accessory buildings shall be not more than 40% of the lot area. A minimum lot area of 7,000 square feet with a minimum lot width of 50 feet.

Maximum building height shall be 30 feet.

STRUCTURE-

Front yard setback:

- Adjacent to arterial streets- 25 feet
- Adjacent to local streets - 15 feet
- In existing neighborhoods the front face of the principal building shall be in line with the front face of the primary structures on adjacent lots.

Rear yard setback:

- 2 feet

Side yard setback:

- 5.5 feet

FENCES, WALLS AND HEDGES

Location and Height. Except as restricted in sight vision triangles, in any district may be located on lot lines or in the required yard setback provided comply with the following height requirements:

- Maximum 6 feet in height in rear or side yard setback.
- Maximum 4 feet in height in front yard setback or any portion of a required corner side yard setback that is forward of the rear edge of the building facade nearest the corner side yard setback.

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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