

# CITY OF THREE FORKS, MONTANA

ORDINANCE NO. \_\_\_\_\_-2017

## AN ORDINANCE OF THE THREE FORKS CITY COUNCIL PROVIDING IN DEPTH SUBMITTAL REQUIREMENTS FOR CONDITIONAL USE PERMITS IN TITLE 11, CHAPTER 12, SECTION 2 OF THE THREE FORKS CODE

WHEREAS, Ordinance 11-12-3, Conditional Use Permit Procedure, Part B “Investigation of Facts” states the following: *The Zoning Official shall then cause to be made such investigation of facts bearing on the application as will provide necessary information to assure that the action on each such application is consistent with the intent and purpose of the Three Forks Master Plan and this Title.*

WHEREAS, This is a vague statement and provides no specific requirements of an applicant for a conditional use permit creating the circumstance in which the information required of each applicant varies and is likely to be inconsistent; and

WHEREAS, The vast majority of conditional use applications are of three (3) general types: Day Care and Assisted Living Facilities, Home Occupations, and Multi-family dwellings; and

WHEREAS, Each of these application types could be required to provide specific information necessary to assure that the action on each such application is consistent with the intent and purpose to the Zoning Ordinance.

NOW THEREFORE BE IT ORDAINED by the Three Forks City Council, that Title 11, Chapter 12, Section 3 is amended as follows:

### **TITLE 11, CHAPTER 12, SECTION 3: CONDITIONAL USE PERMIT PROCEDURE:**

- Part B (1): General information required for all Conditional Use Applications
- a. Name of the project
  - b. Location of the project by street address
  - c. Name and mailing address of the project developer and owner of the property
  - d. Name, mailing address, and email address of the engineer/architect, landscape architect and/or planner, if applicable (determined by Zoning official)
  - e. Location map, including area within one-half (1/2) mile of the project site drawn at 1”=100’ with north arrow indicator, streets identified and zoning classification within two hundred feet (200’) of the project.
- Part B (2): Submittal Requirements for Day Care and Assisted Living Facilities proposed for existing buildings:
- a. A site plan is required drawn at 1”=20’ minimum with the following information:
    - Boundary line of property with dimensions
    - Adjacent streets and street right-of-way, sidewalks within the right-of-way and alley right-of-ways
    - Sidewalks, driveways, and parking spaces intended to serve the project with all dimensions indicated
    - Location of existing building and all entrances and exits

- Provisions for handicapped accessibility, including but not limited to wheelchair ramps and parking spaces
  - Location of all fences
  - Location and size of all exterior signs
- b. Number of employee and nonemployee parking spaces, existing and proposed, and total square footage of each
  - c. Site statistics including site square footage, front, side and rear yard setbacks, and site coverage (building and parking)
  - d. A listing of all required and applicable permits and status of applications
  - e. If an addition to the existing building or other structures are proposed the following additional information is required:
    - Elevations of all exterior walls of the building(s) or structure(s) drawn at 1"=10'
    - Height above mean sea level of the elevation of the lowest floor and location of the outfall when the building addition or structure is proposed to be located in a floodway or floodplain area.
  - f. Additional information as required by the Zoning Official

Part B (3): Submittal Requirements for Home Occupations:

- a. A site plan is required drawn at 1"=20' minimum with the following information:
  - Boundary line of property with dimensions
  - Adjacent streets and street right-of-way, sidewalks within the right-of-way and alley right-of-ways
  - Sidewalks, driveways, and parking spaces intended to serve the project with all dimensions indicated
  - Location of existing building and all entrances and exits
  - Location and size of all exterior signs
- b. Number of employee and nonemployee parking spaces, existing and proposed, and total square footage of each
- c. Days of week and hours of operation
- d. A listing of all required and applicable permits and status of applications
- e. If an addition to the existing building or other structures are proposed the following additional information is required:
  - Site plan drawn at 1"=20' with all site statistics including site square footage, front, side and rear yard setbacks and site coverage (building and parking)
  - Elevations of all exterior walls of the building(s) or structure(s) drawn at 1"=10'
  - Height above mean sea level of the elevation of the lowest floor and location of the outfall when the building addition or structure is proposed to be located in a floodway or floodplain area.
- f. Additional information as required by the Zoning Official

Part B (4): Submittal Requirement for Multi-family dwellings:

- a. A site plan is required drawn at 1"=20' minimum with the following information:
  - Boundary line of property with dimensions
  - Topographic contours at a minimum interval of one foot (1')

- Adjacent streets and street right-of-way, sidewalks within the right-of-way and alley right-of-ways to a distance of one hundred and fifty feet (150')
  - Sidewalks, driveways, and parking spaces intended to serve the project with all dimensions indicated
  - Traffic flow on site
  - Traffic flow off site
  - Location of any existing buildings and all entrances and exits
  - Parking facilities
  - Exterior refuse collection areas
  - Surface water holding ponds
  - Grading and drainage plan
  - Utilities and utility rights of way or easements for electric service, natural gas, telephone, cable TV, water and sewer
  - Provisions for handicapped accessibility, including but not limited to wheelchair ramps and parking spaces
  - Location and type of all exterior lighting
  - Location of all fences
  - Location and size of all exterior signs
- b. A detailed landscaping plan drawn at 1"=10'
- c. Site statistics including site square footage, front, side and rear yard setbacks, and site coverage (building and parking)
- d. For the proposed building(s) and other structures the following information is required:
- Elevations of all exterior walls of the building(s) or structure(s) drawn at 1"=10'
  - Two (2) perspectives showing principle views of the project and landscaping at the time of planting
  - Height above mean sea level of the elevation of the lowest floor and location of the outfall when the building addition or structure is proposed to be located in a floodway or floodplain area.
- e. Additional information as required by the Zoning Official

SAVE AND EXCEPT for the amendments described herein, the remaining provisions of this Title, Chapter and Section are hereby confirmed and ratified as adopted.

**1<sup>st</sup> Reading and Approval:** DATED this 12<sup>th</sup> day of December, 2017.

\_\_\_\_\_  
Mayor Steven B. Hamilton

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Attest: Crystal Turner, City Clerk

**2<sup>nd</sup> Reading and Approval:** DATED this 9<sup>th</sup> day of January, 2018.

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Mayor Steven B. Hamilton

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Attest: Crystal Turner, City Clerk