ADDITIONAL DWELLING UNIT (ADU)
ZONING PERMIT APPLICATION

City of Three Forks, P.O. Box 187, Three Forks, MT 59752
Phone/Fax: (406) 285-3431

Date _____

The purpose of a ADU Zoning Permit is to ensure that development occurs in accordance with the City's Zoning Regulations and Montana Code. This permit is required **PRIOR** to all construction or building conversions to create an ADU. Construction occurring prior to obtaining an approved Zoning Permit is a **violation** of Title 11, Chapter 20, Section 5.
Please see specific Zoning District requirements and provide additional information (such as Water/Sewer Connection Application, Floodplain Permit, Conditional Use Permit, etc.). Either a 2nd meter will be placed on the ADU or a 2nd charge will be added for the additional unit.

Three Forks Zoning Code Title 11,
See www.threeforksmontana.us *Online Documents > Ordinance and City Codes*

SUBJECT PROPERTY:

Applicant Name: _____ Best Contact Info: _____

Property Owner Name: _____ Phone #_____

Site Address _____

Legal Description: Lot(s) _____ Block _____ Subdivision _____

Is this application in response to communication regarding non-compliance? Yes / No
(Please see Fee Schedule regarding after-the-fact permits.)
Explain Proposed ADU Structure (use additional paper as needed): _____

FLOODPLAIN:

If the property is located in flood zone AE, a Floodplain Permit must be obtained prior to any man-made changes in the flood zone. This process may take up to 60 days.

Floodplain Permit # _____ or Elevation Certificate, if needed _____

SITE PLAN:

Please provide a detailed site plan on Page 3, and a detailed elevation of the proposed structure on Page 4 of this application. (If using an architect or engineer you may submit a detailed drawing on a separate sheet of paper.) Refer to Title 11, and its applicable Chapter for setbacks and height restrictions. **Specific to ADU, we will need an interior layout, with dimensions for submittal.**

FOR OFFICE USE ONLY:

Permit Fee* $_____ Impact Fees No / Yes $_____ **PERMIT NO.** _____
Water &/or Sewer &/or Fire
Date Paid _____ Zoning Inspector _____
(Signature & date)
_____Permit Logged (initial/date) _____Sent to County and/or DOR

CERTIFICATE OF APPLICANT: (Initial and/or sign in the lines provided)

All Corners of Proposed Structure(s) are Clearly Marked _____
How Many Corner Pins were Located and are Marked _____
Date Construction Plans to Begin _____
(**Expires One year from Permit Issued date**. If construction does not commence within **Six** months, a letter requesting a six-month extension must be submitted.)

After this permit is issued, notify the Zoning Inspector when foundation footers or slab is formed, **prior** to cement being poured. Please mark all property lines clearly.

Property Owner or Representative Name: _____
Property Owner's Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

Builder's Name: _____
Builder's Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____
Builder's Three Forks Business License # _____

*Permit Reviews often have professional services and/or special meetings that staff utilizes to ensure adherence to Zoning, Floodplain or Legal requirements. These are not included in the permit fee paid at time of submittal. However, 11-20-1(A) allows for the City to submit an invoice to the applicant/property owner for the reimbursement of reasonable expenses from professional services.

AFFIDAVIT of OWNER

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other forms, documents, plans or any other information submitted as a part of this application to be full, true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for representatives of the City of Three Forks to be present on the property for routine monitoring and inspection during the approval and development process. All work shall be done in accordance with the approved plans, and in compliance with the requirements of the City of Three Forks Zoning Ordinance, Title 11.

_____
Property Owner's Signature

Misrepresentation of Information: Any applicant who shall swear falsely as to the contents respecting any matter in said application or who shall make any false representation in said affidavit shall be deemed guilty of perjury and shall be punished as provided by law. (11-20-5-3)

SITE PLAN AERIAL VIEW:
Include all porches, stairs, and/or decks (excluding concrete pads)

Attach/Draw a complete lot layout of any existing structures and planned location of new structures, with dimensions of all buildings, and distances from proposed construction to property lines.

(Street Front) Name of Street: _____

Alley

Requirements of the Residential District: (Ordinance 11-6A for all requirements)

Setbacks are 15' from street and alley property lines,

Detached garages and other accessory buildings can be constructed 5' from alley property lines if vehicle ingress/egress does not occur from the alley side of garage.

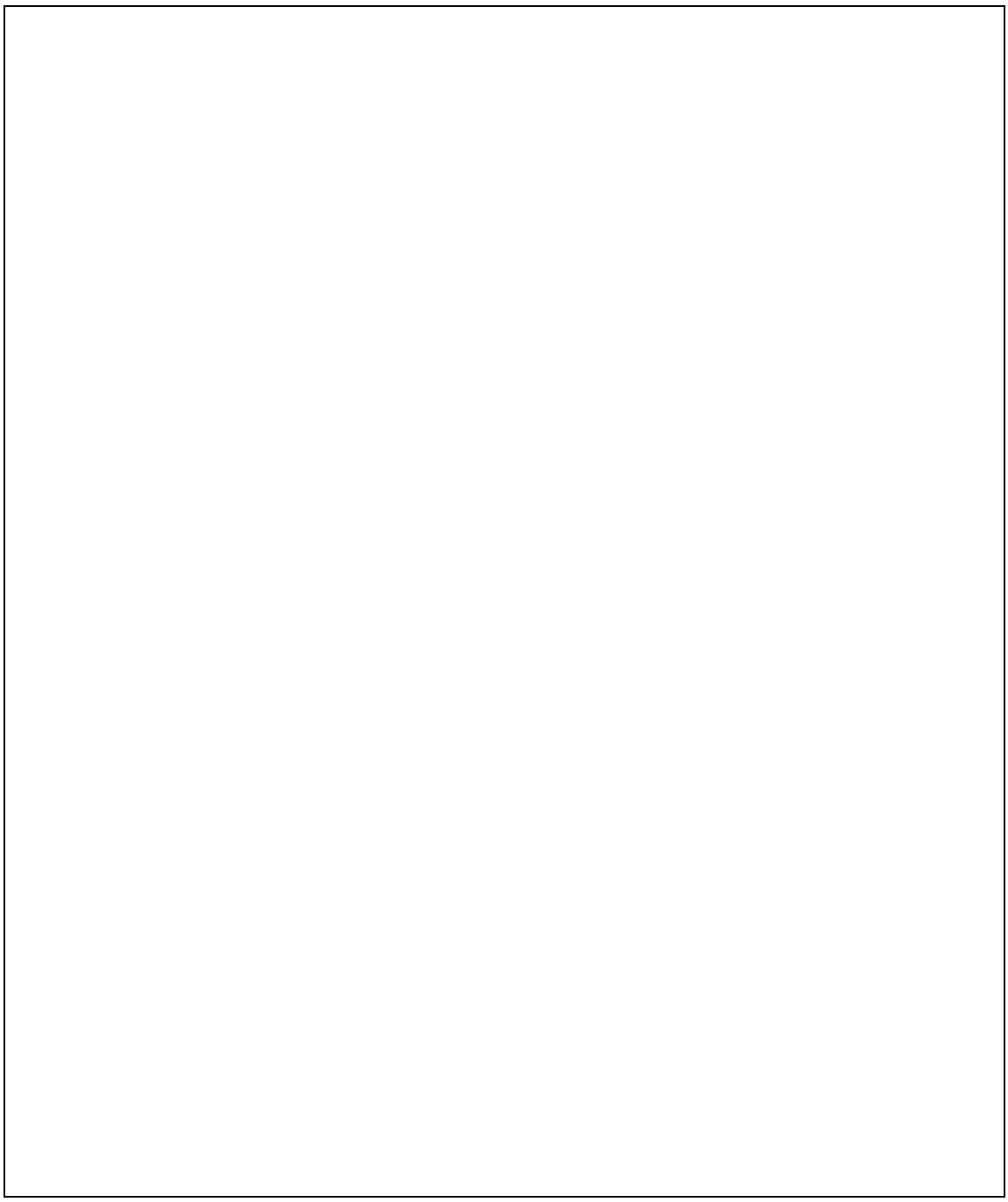
10' from adjoining lot lines,

Allowed up to 35% lot coverage of any lot(s) with structures.

Dwellings Maximum Height at tallest point **36 feet**.

Accessory buildings, including garages, Maximum Height at tallest point **20 feet**.

ELEVATIONS: FRONT, BACK AND SIDE VIEWS OF NEW STRUCTURE:



Attach/Draw elevation drawing for all sides of structure(s) showing all overhangs and their distance from footprint of building (overhangs up to 40 inches do not count off the setback distances).

Height of building(s) at tallest point:
(Vertical distance from the average elevation of the proposed finished grade at the front of a building to the highest point of the roof)

Residential Structure _____
Commercial Structure _____
Accessory Building(s) _____