



Certificate No. 2024- _____

City of Dillon
125 North Idaho Street
Dillon, Montana 59725
406 683-4245
operations@dillonmt.org

Application Date: _____
Single Family Residence \$200.00
Accessory Structure \$ 75.00
Deck/Fence/Shed \$ 35.00
Receipt No. _____

PROJECT ADDRESS: _____ Zone _____

Description of work to be performed (please be specific):

Owner's Name: _____

Home or Work Phone: _____ Cell Phone: _____ E-Mail Address: _____

Mailing Address: _____

Applicant's Name: _____

Work Phone: _____ Cell Phone: _____ Fax: _____ E-Mail: _____

Mailing Address: _____

Contractor Name/Company: _____ Contact's Name: _____

Work Phone: _____ Cell Phone: _____ E-Mail: _____

On Site Contact's Name: _____ Cell Phone: _____

Boundary Locations Disclaimer While the City may be able to assist in boundary location issues by referencing existing public information, City staff cannot provide details regarding the actual location of the boundaries of your property or other property held by private parties. If you are seeking to find the exact location of your property boundaries, whether for development, placing a mailbox, or resolving a dispute regarding fencing, you may need to hire a surveyor to determine the exact boundary location. If you are not sure about your exact boundary, the boundary should be surveyed prior to construction to determine the actual boundary line. The position of a current fence or structure should not be assumed to be an accurate boundary line. The exact location of private boundaries and disputes between neighbors are civil matters which may require you to seek independent legal advice.

Application Date: _____ **Applicant's Signature:** _____

This Zoning Permit Will Expire One (1) Year From The Date of Issuance Unless Construction Has Begun



CITY OF DILLON ZONING APPLICATION AND SITE PLAN REQUIREMENTS

A Zoning Compliance Certificate must be obtained before any construction can begin in the City of Dillon. The Certificate can only be issued if the proposed construction meets the standards specified in Title 17 of the Dillon Municipal Code (DMC). The standards and submitted requirements listed below apply primarily to dwelling unit construction (principal and/or accessory). Other requirements apply to construction of accessory structures such as fences, sheds, etc. A copy of the Dillon Municipal Code is available at the offices of the City of Dillon, 125 North Idaho Street or online at <http://www.dillonmt.org>

Two sets of site plan is required for new construction, additions, or remodeling which results in a significant change to a primary area. (One hard copy & one electronic copy if possible)

Address and/or legal description of site: _____

Name of Contact Person _____ Phone _____

1. ___ Boundary corners and dimensions of property
2. ___ Locations and square footage of existing and proposed structures
3. ___ Identify all current and proposed building uses
4. ___ Show names of existing streets
5. ___ Show alleys
6. ___ Show front, side, and rear yard proposed and required setbacks (25' Front; 10' Side; 10' Rear)
7. ___ Show distance between all structures
8. ___ Show distance from all structures to the property boundaries
9. ___ Indicate height of existing/proposed structures, fences, walls, and other significant site features
10. ___ Show existing and proposed curb cuts or driveway locations and dimensions
11. ___ Indicate scale of drawing (1" = 20' preferred, 1" = 50' maximum)
12. ___ Provide legal description and/or address of property
13. ___ Show all easements and all easement dimensions
14. ___ Indicate existing or proposed public sewer and water lines and the point of connection on plan
15. ___ Show existing or proposed landscaping
16. ___ Indicate number of bedrooms for each/unit
17. ___ Indicate the number of floors and the elevation of each floor.
18. ___ Show dedicated parking on the site plan.



I understand it is my responsibility to comply with all codes, rules and regulations of the City of Dillon. I have provided the information as stated above and acknowledge that any omission in the required documentation is my responsibility and if not provided may result in a delay in the review process.

Construction cannot begin until an approved Zoning Compliance Certificate has been issued. Construction on a commercial building must not begin until a state building permit has been secured. A commercial building permit can only be issued by the Montana Department of Administration Building Codes Division.

It is the responsibility of the Applicant or the Applicant's builder to contact the state and other authorities regarding electrical, plumbing and other required inspections for building code conformance.

Signature of Representative _____
Date

Signature of Owner _____
Date

Zoning Enforcement Officer/Acceptance of Completed Certificate _____
Date

=====

Scheduled for Zoning Commission Meeting _____
(date)

____ APPROVED ____ DENIED
____ TABLED ____ WITHDRAWN
Zoning Enforcement Officer **Date**

Remarks:

Variance Applied For If Denied ____ Yes ____ No _____
Owner/Representative Date