

# Exhibit C

## Zoning Permit Process

### City of Malta

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Applications submitted to the Zoning/Planning Administrator  
for review by the Zoning Administrator.

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<b>Zoning Permits</b>	<b>Conditional Use Permits</b>	<b>Variances</b>	<b>Map Amendments</b>
Permit Issued or denied	Zoning Commission	Board of Adjustment	Zoning Commission
Denial appealed to Council	Public Hearing  Written finding & permit issued or denied by the Zoning Commission	Public Hearing  Variance granted or denied by the Board of Adjustment	Public Hearing  Zoning commission makes recommendation to City Council
Decision appealed to a Court of Record	Decision appealed to City Council  Decision appealed to a Court of Record	Decision appealed to City Council  Decision appealed to a Court of Record	Public Hearing  Amendment granted or denied by council  Decision appealed to a Court

# Application for Zoning Permit

## City of Malta

The undersigned applies for a zoning permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on the form to submit plans drawn to scale, showing the actual dimensions including the shape of the lot, exact sizes, dimensions and locations of existing buildings on the lot, and location and dimensions of the proposed land uses including buildings, alterations, screening and buffer areas.

1. Address \_\_\_\_\_

Legal Description: Block \_\_\_\_\_ Lot \_\_\_\_\_

Sub-Division: \_\_\_\_\_

2. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work: \_\_\_\_\_

3. Existing Use: \_\_\_\_\_

4. Presently Zoned as: \_\_\_\_\_

5. Proposed Use (check appropriate)

New Construction \_\_\_\_\_

Remodel \_\_\_\_\_

Other \_\_\_\_\_

6. Number and Type of Existing Accessory Buildings: \_\_\_\_\_

Size of Each: \_\_\_\_\_ sq. ft. Height of Each: \_\_\_\_\_

Total Size: \_\_\_\_\_

7. Size of Primary Dwelling: \_\_\_\_\_ sq. ft.

Height of Primary Dwelling: \_\_\_\_\_ ft. (to peak)

Housing Type: \_\_\_\_\_

Number of Units if multi-family: \_\_\_\_\_

If Mobile Home, Brand Name: \_\_\_\_\_

Date of Construction: \_\_\_\_\_

8. Type of sewage disposal: \_\_\_\_\_

9. Lot(s)      Width: \_\_\_\_\_      Depth: \_\_\_\_\_      Total Area: \_\_\_\_\_

Yard dimensions: \_\_\_\_\_      Front: \_\_\_\_\_      Back: \_\_\_\_\_

Number of off-street parking spaces to be provided: \_\_\_\_\_

Number of off-street loading berths to be provided: \_\_\_\_\_

10. Proposed new construction:      Building Height: \_\_\_\_\_ (to the peak)

*On a separate sheet attach a list of other supplemental requirements or conditions that will be met or explain any point you feel need clarification.*

**APPLICANT** must submit a site plan with this application. This drawing and application must be thorough or the application will be rejected! Exact location of proposed building(s) must be indicated as well as building already in place.

Size of structure \_\_\_\_\_      Sq. ft. Height (to peak) \_\_\_\_\_

Basement \_\_\_\_\_      Bay Windows \_\_\_\_\_

Egress Windows \_\_\_\_\_

Roofing material \_\_\_\_\_

Purpose of building \_\_\_\_\_

Owner: \_\_\_\_\_      Address: \_\_\_\_\_

Contractor: \_\_\_\_\_      Address: \_\_\_\_\_

Time to commence: \_\_\_\_\_      To complete: \_\_\_\_\_

Estimated Cost:      \$ \_\_\_\_\_

Fees: \*all fees must be paid before a permit will be issued\*

Application \_\_\_\_\_

Water      \$500.00

Sewer      \$500.00

Approved Contractor      YES      NO

Is your property located in the designated floodplain?      YES      NO

Note: Work on the approved building permit **MUST** commence within 180 days from issue of permit. Work must be completed within **ONE YEAR** from issue of permit.

Note: If building across lot lines you will still be required to pay the \$30.00 monthly availability water charge if there is a separate unused curb stop on that lot, in addition to the regular water charges for the used curb stop.

I the applicant for a zoning permit affirm that the foregoing statements of materials, location, type of building and estimated costs, are true and correct to the best of my knowledge and information. I also hereby covenant and agree to comply with all provisions of the law and ordinances covering the erection of buildings, whether specified herein or not, and to comply with the Zoning Ordinance of the City of Malta, Montana

\_\_\_\_\_  
Applicant (property owner must sign)

The issuance or granting of a permit or approval of plans, specifications and computations shall not be construed to be a permit for, or approval of, a violation of any of the provisions of the City of Malta zone and sign code, or any other ordinance of the City of Malta. The contractor has responsibility for compliance with the applicable Codes and Ordinances.

\_\_\_\_\_  
Contractor (must sign)

***\*Do Not Commence with Construction  
Until a Zoning Permit has been Issued\****

\_\_\_\_\_  
(for official use only)

Date Application received: \_\_\_\_\_

Date of action on application: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for the denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

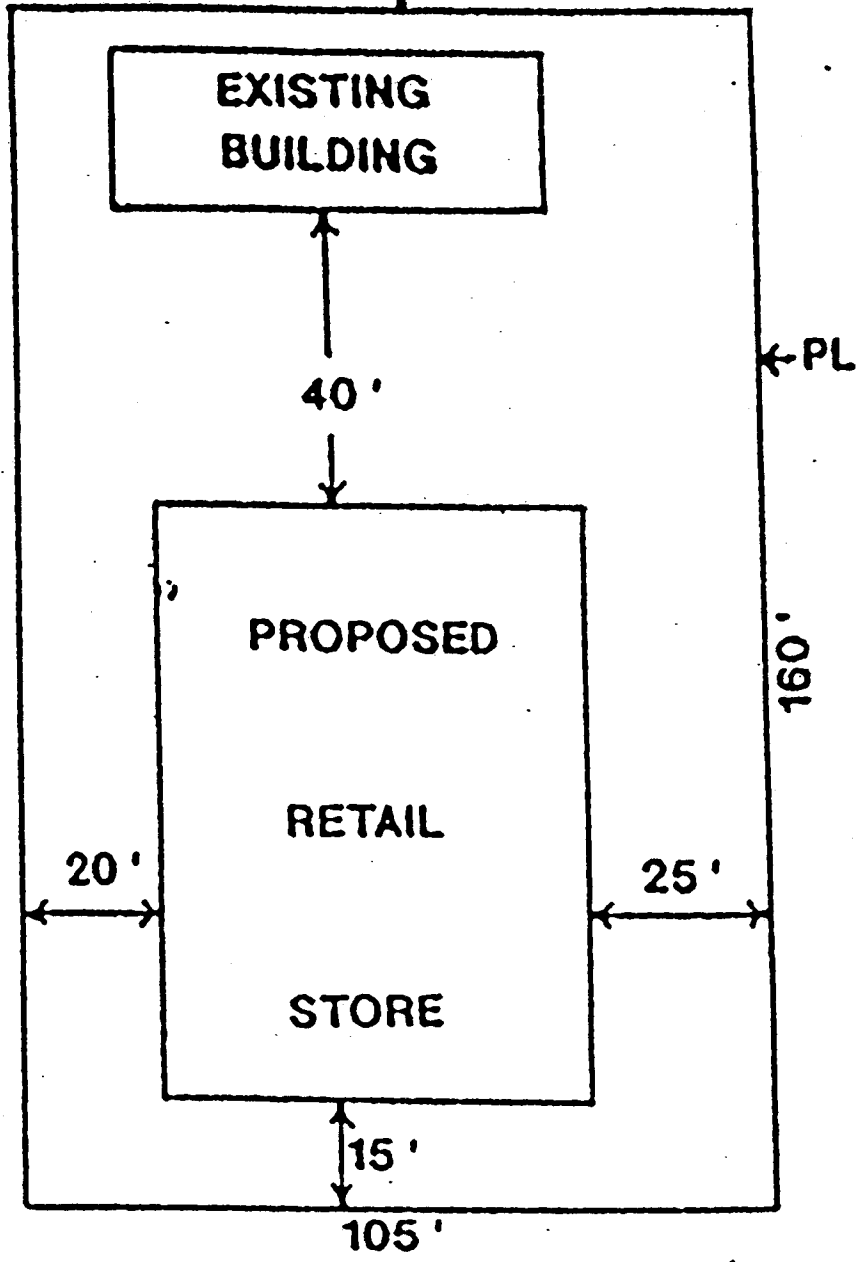
Conditions (if any): \_\_\_\_\_

\_\_\_\_\_

Permit Fee \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

# Example



BUSINESS AVENUE  
N.T.S.

EXAMPLE SITE PLAN