



Community and Planning Services
Office: 127 E. Main Street, Suite 2
Mail: 200 W. Broadway
Missoula, MT 59802
(406) 258-4657

ZONING COMPLIANCE SITE PLAN CHECKLIST FOR MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, AND CONDOMINIUM AND TOWNHOME EXEMPTION DEVELOPMENTS

The following checklist must be completed and signed by the applicant before plans can be reviewed.

Address of site: _____
Legal Description: Township: _____ Range: _____ Section: _____
Lot Number: _____ Block Number: _____
Subdivision: _____
COS Number: _____ GEO Code: _____

If an item does not apply, indicate by writing N/A.

- _____ 1. Provide legal description and/or address of property.
- _____ 2. North arrow. Clearly indicate scale (1" = 20' preferred, 1" = 50' maximum).
- _____ 3. Boundaries and dimensions of property.
- _____ 4. Show all recorded easements and restrictions as noted on the plat or certificate of survey.
- _____ 5. Locations and dimension of existing and proposed structures.
- _____ 6. Show all proposed retaining walls, including top of wall and bottom of wall elevations.
- _____ 7. Show names of existing streets, alleys, driveways and access to the property.
- _____ 8. Show distance from property line to curb, sidewalk or edge of street, distance between all structures, and distance from new structures to property lines.
- _____ 9. Show septic and drain field or sewer line location; and water line or well location, as well as distance of these from new structure.
- _____ 10. Show adjacent or on-site natural features such as steep slopes, streams, marshes and lakes.
- _____ 11. Existing uses of adjacent lots.
- _____ 12. Identify existing and proposed uses of all on site buildings (Show square footage of all buildings and breakdown of uses by square foot).
- _____ 13. Show existing and proposed curbs, curb cuts or driveway locations (including width of approach), sidewalks, and entrances to structures.
- _____ 14. Location, dimensions, and number of existing and proposed parking spaces including:
 - a. Number of required and proposed spaces
 - b. Number, type, and location of accessible spaces
 - c. Square footage of paved area
 - d. Striping and signing
- _____ 15. Exterior building elevations showing finished and existing grade; height calculations from existing grade.
- _____ 16. Location of loading areas, accesses and type of vehicles.
- _____ 17. Show all areas to be paved including alleys; show typical pavement section.

- _____ 18. Grading and drainage plans for projects on slopes less than 10% slope shall include the following: (Few exceptions apply, see Section 9 of the Public Works Manual)
Must be prepared and stamped by a licensed professional engineer
- a. Building footprint;
 - b. Approach/driveway location;
 - c. Proposed drainage facilities or materials;
 - d. Existing site elevations;
 - e. Finished floor elevations with corner spot elevations;
 - f. Arrows drawn depicting direction of storm water flow;
 - g. Gutter spill locations; and
 - h. Retaining wall locations with elevations at top and bottom of wall.
 - i. **For projects over 10% slope see Section 9 of the Public Works Manual for additional requirements**
- _____ 19. Show existing and proposed landscaping for on-site and boulevard including: (may be on separate sheet)
- a. Square footage existing, proposed and required
 - b. Topography
 - c. Types of ground cover, plants, botanical and common name, tree and shrub height and size at planting
 - d. Irrigation
- _____ 20. Heights and types of fences
- _____ 21. Location and type of trash storage including screening
- _____ 22. Location and size of sewer/drain field and water lines
- _____ 23. Location of external grease interceptor and/or sand and oil separator. See Health Department if commercial.

Note: Signs require a separate permit. Contact Community and Planning Services for requirements.

APPLICANT'S SIGNATURE: _____ DATE: _____

Failure to complete this form and to provide all the requested information will result in the permit application being returned to the applicant for corrections.