



# Cascade County Special Use Permit Application

Cascade County Planning & GIS Department  
121 4<sup>th</sup> St N, Suite 2H/I  
Great Falls, MT 59401  
Phone: 406-454-6905 Fax: 406-454-6919

Permit No.: _____
App. No.: _____
Applied Date: _____

## General Information

A Special Use Permit (SUP) is required for uses in which conformance to additional standards will be required due to characteristics that are unique and special to the use. SUPs are to be issued for one specific use and are required for each tract of land. Legally issued SUPs shall expire one year after the date of approval if construction, or the use permitted, has not started. A one-time only six (6) month extension may be granted by the Zoning Board of Adjustment (ZBOA) upon request. SUP applications require a non-refundable application fee of five hundred dollars (\$500.00). If a SUP is applied for after the fact or construction/use starts before a permit is issued, then a non-refundable Application fee of seven hundred and twenty-five dollars (\$725.00) is required. Each SUP application shall be accompanied by a Location/Conformance (L/C) Permit application for changes in use and/or structures associated with the SUP application. The L/C Permit application fee is **included** in the SUP application fee.

## Application Information

Property Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Application Type:       Change of Use                       New Structure(s)

Special Use Call Out: \_\_\_\_\_

## Understanding the Regulations

The proposed use must be specifically mentioned as a category in *Uses Permitted Upon Issuance of a Special Use Permit* within Section 7 of the Cascade County Zoning Regulations. Portions of the County Zoning Map and the Zoning Regulations are available at the Cascade County Website at <https://www.cascadecountymt.gov/245/Planning>.

## Steps of the Application Process

- (1) Schedule a Pre-Application meeting with planners to ensure the project will meet the standards for Special Use Permits as outlined within Section 7 of Cascade County's Zoning Regulations.
- (2) Complete, sign and submit a Special Use Permit application, Location/Conformance Permit application and a Use Statement Form, with the \$500.00 non-refundable application fee to Planning Staff.
- (3) Diagrams, business plans, photographs and other documents may be requested as part of a complete application, depending on the applicant's proposal.
- (4) Planning Staff will notify interested agencies of the proposed project to request comments for the application.
- (5) Planning Staff will schedule a public hearing before the *Cascade County Zoning Board of Adjustment*;
- (6) Legal notice will be published twice in the Great Falls Tribune with at least six (6) days separating each publication.
- (7) Notice will be sent to all adjacent landowners via certified mail.
- (8) Planning Staff will present the application to the Zoning Board of Adjustment along with recommendations, based on findings of facts.
- (9) The *Zoning Board of Adjustment* will make a determination on the application; three (3) affirmative votes are needed to issue the permit.

- (10) Upon written notice from the Planning Staff, the applicant may begin the permitted special use.
- (11) Permits may be revoked or expire for the following reasons:
  - a. The *Zoning Board of Adjustment* finds them in violation of the conditions of the permit or another regulation/ordinance.
  - b. Approval is valid for one particular use and shall expire one year after the date of approval, if construction or the use has not started. The Zoning Administrator may grant a one-time only 6 month extension on the Zoning Board of Adjustment Approval.
  - c. The Special Use Permit shall expire if the use ceases for six (6) months for any reason. Any future extension requests must be granted by the Zoning Board of Adjustment prior to the date of expiration.

**SUP General Impacts Criteria**

Explain how the proposed use contributes to, hinders, or otherwise impacts each of the criteria below. All criteria must be discussed. If criteria are not applicable, please explain why. Attach drawings, additional text, site plans, and any other documents that will assist staff and the board in reviewing the proposed use. The more information you can provide, the easier it is for staff and the *Zoning Board of Adjustment* to review the application.

- (1) The proposed development will not materially endanger the public health or safety.
  - a. Traffic conditions in the vicinity, including the effect of additional traffic on streets and street intersections, and sight lines at street intersections and approaches:
 

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  - b. Provision of services and utilities, including sewer, water, electrical, telecommunications, garbage collections, and fire protection:
 

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  - c. Soil erosion, sedimentation, and stormwater run-off:
 

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  - d. Protection of public, community, or private water supplies, including possible adverse effects on surface waters or ground water:
 

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- (2) The proposed development is a public necessity or will not substantially impact the value of adjoining property.
- a. The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.

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- b. Whether the proposed development is so necessary to the public health, safety, and general welfare of the community or County as to justify it regardless of its impact on the value of adjoining property.

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- (3) The proposed development will be in harmony with the area in which it is located.
- a. The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.

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- b. Consistency with the municipal and joint land use plans incorporated by the Growth Policy.

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**SUP Growth Policy Criteria**

Explain how the proposed use will be consistent with each of the Cascade County Growth Policy goal objectives. All objectives must be discussed. If an objective is not applicable, please explain why. The more information you can provide, the easier it is for staff and the Zoning Board of Adjustment to review the application.

**Goal 1: Sustain and strengthen the economic well-being of Cascade County’s citizens.**

**Objectives:**

- A. Stimulate the retention of existing businesses and expansion of existing businesses, new businesses, value-added businesses, wholesale and retail businesses, and industries including agriculture, mining, manufacturing/processing and forest products.

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- B. Stabilize and diversify the county’s tax base by encouraging the sustainable use of its natural resources.

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C. Identify and pursue primary business development that complements existing business, which is compatible with communities, and utilizes available assets. Identify and pursue targeted business development opportunities to include, but not limited to, manufacturing/heavy industry, telecommunication, and youth/social services.

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D. Promote the development of cultural resources and tourism to broaden Cascade County's economic base.

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E. Foster and stimulate well-planned entrepreneurship among the county's citizenry.

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F. Promote a strong local business environment. Encourage and strengthen business support mechanisms such as chamber of commerce, development organizations and business roundtable organizations.

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G. Improve local trade capture for Cascade County businesses. Promote local shopping as well as well-planned businesses and new businesses.

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H. Network with and support other economic development efforts in the region and statewide, in recognition of Cascade County's interdependence with other communities and to leverage available local resources.

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I. Encourage the growth of the agricultural economy.

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- J. Stimulate the growth of the economy by encouraging the use of alternative methods of energy production, including wind energy.

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**Goal 2: Protect and maintain Cascade County’s rural character and the community’s historic relationship with natural resource development.**

**Objectives:**

- A. Foster the continuance of agriculture and forestry in recognition of their economic contribution and the intrinsic natural beauty of grazing areas, farmlands and forests.

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- B. Preserve Cascade County’s scenic beauty and conserve its forests, rangeland and streams, with their abundant wildlife and good fisheries.

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- C. Preserve Cascade County’s open space setting by encouraging new development to locate near existing towns and rural settlements and by discouraging poorly designed, land subdivisions and commercial development.

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- D. Assure clean air, clean water, a healthful environment and good community appearance.

- E. Support the development of natural resources including but not limited to timber, mining, oil and gas production and renewable energy production.

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- F. Continue to work with federal and state agencies to redevelop properties within Cascade County which are currently undergoing Superfund and Brownfields processes.

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**Goal 3: Maintain agricultural economy.**

**Objectives:**

- A. Protect the most productive soil types.

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- B. Continue to protect soils against erosion.

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- C. Protect the floodplain from non-agricultural development.

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- D. Support the development of value-added agricultural industry in Cascade County utilizing the products from the regional area.

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**Goal 4: Retain the presence of the US Military in Cascade County**

**Objectives:**

- A. Encourage the federal congressional delegation to actively support maintaining the current mission status at a minimum.

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- B. Promote the location of additional military missions in Cascade County.

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- C. Encourage the reactivation of the runway at Malmstrom Air Force Base for fixed wing operations.

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- D. Refer to the Joint Land Use Study for resolving conflicts and promoting mission compatible development.

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**Goal 5: Preserve and enhance the rural, friendly and independent lifestyle currently enjoyed by Cascade County's citizens.**

**Objectives:**

- A. Maintain Cascade County's citizens independent lifestyle and minimize local governmental intervention, to the extent possible, consistent with the requirements of a continually evolving economy and constantly changing population.

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- B. Preserve and promote Cascade County's rich cultural heritage, rooted in natural resource development and reflected in its numerous cultural/historic sites and archaeological areas.

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C. Promote fire prevention measures throughout the county, giving special emphasis to the extreme fire hazards present at the wildland-urban interface.

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D. Encourage the continued development of educational programs and facilities, recreational opportunities and spaces and health services for all county residents.

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**ATTEST:** I hereby certify that the information given herein is true and correct to the best of my knowledge. There are no restrictions placed upon my property which would prohibit the issuance of this permit. If there are any restrictions, then this permit shall become null and void. I hereby grant permission to any Cascade County Zoning Official to enter my property to inspect for compliance with the County Zoning Regulations in relation to this application.

**Printed Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Office Use Only

Fee:       Application Package \$500.<sup>00</sup>      Payment Type:       Check No.:       Cash       Electronic  
 After the Fact \$725.<sup>00</sup>  
*(Includes L/C Application)*      \_\_\_\_\_      Payment

Date Application Received: \_\_\_\_\_ Application Number: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  Completed L/C Application(s)       Completed Use Statement  
Application Approved On: \_\_\_\_\_ Associated Permit/Approvals Number(s): \_\_\_\_\_  
Approved Permit No.: \_\_\_\_\_  
Approved by (staff): \_\_\_\_\_

### Review Items

#### SUP General Impacts Applicant Response Review

1.a.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient	2.a.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
1.b.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient	2.b.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
1.c.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient	3.a.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
1.d.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient	3.b.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient

#### SUP Growth Policy Criteria Applicant Response Review

Goal 1. A.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. B.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. C.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. D.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. E.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. F.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. G.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. H.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. I.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 1. J.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 2. A.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 2. B.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 2. C.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 2. D.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 2. E.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 2. F.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 3. A.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 3. B.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 3. C.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 3. D.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 4. A.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 4. B.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 4. C.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 4. D.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 5. A.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 5. B.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 5. C.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient
Goal 5. D.	<input type="checkbox"/> Insufficient	<input type="checkbox"/> Sufficient

