



**JEFFERSON COUNTY PLANNING DEPARTMENT**  
**Courthouse Annex East (114 S. Washington Street)**  
**PO Box H**  
**Boulder, MT 59632**  
**(406) 225-4040**

**REQUEST FOR BOARD ACTION: JEFFERSON COUNTY BOARD OF COMMISSIONERS**

Type of Board Action Requested:

\_\_\_\_ Appeal order, requirement, decision or determination made by the Jefferson County Zoning Administrator.

\_\_\_\_ Variance from the terms of the Zoning Resolution (Site Plan Required).

\_\_\_\_ Application for a Conditional Use Permit or CUP (Site Plan Required).

The following information must be submitted for consideration by the Jefferson County Board of Commissioners. Each request will require an application fee of \$150.00

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Description of Subject Property (Section, Township, Range):  
\_\_\_\_\_

General Description: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Current use of Property/Structure: \_\_\_\_\_

Reason of Request for Board Action: \_\_\_\_\_

Variance Request from Zoning Plan for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for Board Action - Form BOA-1

Conditional Use Permit for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Jefferson County Zoning Administrator reviewed this request? \_\_\_\_\_  
\_\_\_\_\_

Recommendation of the Zoning Administrator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other property owners or residents affected by this request (List):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other evidence you wish to have consideration with this request (Attach additional information and exhibits as needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for Board of County Commissioners action must be submitted to: **Jefferson County Zoning Administrator, P.O. Box H Boulder, Montana 59632. Requests must be submitted not less than 30 days prior to the meeting that the request is to be heard. Meetings/Hearings are scheduled every Tuesday of the Month, unless otherwise posted. Requests shall be specified on Form BOA-1, identifying action requested and grounds thereof. Any additional exhibits the applicant wishes to have considered will also have to be submitted with Form BOA-1.** Applicant authorizes Jefferson County representatives to conduct on-site inspections as warranted by the application, prior to regular meeting or hearing date with the Board of Commissioners. The party filing the action is required to make a reasonable attempt to notify all parties affected by the required action, change, variance, or conditional use permit. An affidavit of notice is required prior to action on the request by the Board.

Notice of Hearing:  
List the names and address of four (4) of the most immediate neighbors to the property for which this action is being requested (may include the same names as those affected by the request).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for Board Action - Form BOA-1

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

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

Property Owner\*: \_\_\_\_\_ Signature: \_\_\_\_\_

\*If different from Applicant

Application accepted/reviewed Administrator: \_\_\_\_\_

Hearing Date/Location/Time: \_\_\_\_\_

I certify that under penalty of perjury that I am the (1) legal owner \_\_\_\_\_, (2) owner's legal agent \_\_\_\_\_, or (3) the lessee \_\_\_\_\_; and that the foregoing is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Plan: (REQUIRED FOR VARIANCE OR CONDITIONAL USE PERMIT)

Two sets of plans are required for each project.

1. Property boundaries and dimension
2. Easements, covenants, or other restrictions on property
3. Size and location of existing or proposed structures, and distances from structure(s) to parcel boundaries.
4. Location of all utilities and vehicular access, including roads and driveways to property
5. Other drawings, sketches or visual information you wish to have the Board consider in this request

**Information on action taken by the Board of Commissioners and decisions relative to this application will be attached to the form BOA-1 and filed in the Jefferson County Courthouse, Boulder, Montana.**