



Certificate No. 2022- \_\_\_\_

City of Dillon  
125 North Idaho Street  
Dillon, Montana 59725  
406 683-4245  
[operations@dillonmt.org](mailto: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  
\_\_\_\_\_  
Zoning Enforcement Officer Date

\_\_\_\_ TABLED \_\_\_\_\_ WITHDRAWN

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Variance Applied For If Denied \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_  
Owner/Representative Date