



COMMUNITY PLANNING, DEVELOPMENT & INNOVATION

Development Services Division

435 RYMAN | MISSOULA, MT 59802-4297 | 406.552.6630 | FAX 406.552.6053

DESIGN REVIEW & SIGN PACKAGE APPLICATION

Applicant Name: _____ Date: _____

Address: _____ Phone: _____

Agent Name: _____

Address: _____ Phone: _____

Request Type: _____

Site Address: _____

The following items must be submitted as part of the application:

Legal Description:

Lot(s): _____; Block(s): _____; Subdivision: _____

Township: _____; Range: _____; Section: _____

COS#: _____; Metes and Bounds Description (Attached Typed Description)

Zoning: _____

Minimum required materials are as follows. Zoning Officer will advise of any other necessary submittals.

- a. This Application form signed
- b. Cover Letter
- c. Site Plan
- d. Landscaping Plan (if applicable)
- e. Elevation Drawings to scale
- f. Topography Map (if applicable)
- g. Drawing of each Proposed Sign (Type, Copy/logo, Direction, Dimensions, Square Footage, Height, Lighting, Color(s), Letter Style, Material Sample, Color Sample.)

Building and Property Frontage (for Sign Packages):

Street: _____; Building Frontage: _____; Property Frontage: _____

DESIGN REVIEW & SIGN PACKAGE APPLICATION

I hereby attest that the information on this application form is accurate and complete.

Applicant Signature _____; Date: _____

I, _____, owner of said property authorize _____ to act as my agent in this application.

Owner's Signature: _____

Applicant's Responsibility:

A **DESIGN REVIEW** application must be made to the Zoning Officer by the property owner or a designated agent. The application and all required supporting documentation must be deemed complete by the Zoning Officer to begin reviewing for approval or denial.

Zoning Officer Responsibility:

For **DESIGN REVIEW**, the Zoning Officer shall inspect all submitted material and submit a report to the applicant prior to the hearing. Once they have approved or denied an application, the Zoning Officer shall send written notification of the approval or denial and any conditions to the applicant. The Zoning Officer shall keep on file, a record of the case.

Revised: 11/2023