

**APPLICATION & ADMINISTRATIVE DETERMINATION  
REGARDING A CHANGE, INCREASE OR EXPANSION  
OF A NONCONFORMING NONRESIDENTIAL USE  
PLANNING DEPARTMENT  
771-1180 ext. 438**



Applicant Name \_\_\_\_\_  Owner  Purchaser  Lessee  Representative

Applicant Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Property Address or Legal Description \_\_\_\_\_

Existing or Most Recent Use of Property \_\_\_\_\_

Proposed Use \_\_\_\_\_

Provide following information, if applicable:

- Yes \_\_\_ No \_\_\_ Will proposal require any dimensional, lighting, parking, landscaping or other similar variance? (May require consultation with City Staff.)
- Square footage of existing building \_\_\_\_\_, of addition \_\_\_\_\_
- Number of employees of existing or most recent use \_\_\_\_\_, of proposed use \_\_\_\_\_
- Number of seats of existing or most recent use \_\_\_\_\_, of proposed use \_\_\_\_\_
- Number of off-street parking spaces \_\_\_\_\_, describe location of spaces \_\_\_\_\_  
\_\_\_\_\_
- For exterior changes, attach a scaled existing and proposed site plan.

Certification: I hereby certify that I have provided this information in order to obtain an administrative determination and I am responsible for its accuracy.

\_\_\_\_\_  
(Date) (Signature)

**FOR OFFICE USE ONLY**

Date received \_\_\_\_\_ Determination No. \_\_\_\_\_

Zoning District \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Application of criteria conducted by \_\_\_\_\_ Date \_\_\_\_\_

Determination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Planning Director Date

**FOR OFFICE USE ONLY**

Application of criteria in accordance with Section 17.64.020.A.1.a of the City of Great Falls Land

Development Code for: \_\_\_\_\_  
(Property Address or Legal Description)

***Criteria 1: The off-street parking and loading requirements for and traffic generated by the proposed, expanded or increased use do not exceed that of the existing or most recent use.***

- Off-street parking requirement: \_\_\_\_\_  
(Existing or most recent use)
- Off-street parking requirement: \_\_\_\_\_  
(Proposed use)
- Estimated traffic generation: \_\_\_\_\_  
(Existing or most recent use)
- Estimated traffic generation: \_\_\_\_\_  
(Proposed use)

Criteria #1 met:  Yes  No

***Criteria 2: The proposed use must be permitted in the same zoning district in which the existing or most recent use is first permitted in Table 20-4 of Chapter 20 of the Land Development Code.***

- \_\_\_\_\_ is first permitted in a \_\_\_\_\_  
(Existing or most recent use) (Zoning classification)  
zoning district and a \_\_\_\_\_, categorized as \_\_\_\_\_,  
(proposed use) (land use category)  
is first permitted in a \_\_\_\_\_ zoning district.  
(Zoning classification)

Criteria #2 met:  Yes  No

***Criteria 3: The intensity of onsite and offsite impacts from noise, dust, smoke and other environmental impacts associated with the proposed, expanded or increased use is equal to or less than that associated with the existing or most recent use.***

- It is acknowledged these types of impacts are difficult to quantify. However, it is anticipated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Criteria #3 met:  Yes  No

Conclusion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If the conclusion is that not all three criteria can be met, the applicant can alternately apply for a conditional use permit, as set forth in Chapter 16 of the Land Development Code.