

Town of Ennis

Zone/Site Permit Application

All areas marked with an asterisk must be completed. All applicants must complete Zone/Site application
Application must be completed in full; incomplete applications can cause a delay in approval
DO NOT FILL IN SHADED AREAS

*Name _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip Code: _____

*Telephone #: (H) _____ (W) _____ Cell _____ Other _____

*Job Address: _____

* Contractor: _____

*Address: _____

*City: _____ *State: _____ *Telephone: _____

*Legal Description: Lot/Tract _____ Block _____ Subdivision _____

Zoning District _____ Floodplain-Yes No

Type of Permit Requested – Check all that apply (must include copy/sketch of site/plans)

Construction Permit Residential Commercial *Manufactured/Modular

*(Must complete page 3 if checked)

New Residential Commercial

Addition

Garage Attached Detached

Fence Type - Wood Wire Other Height _____

Deck Covered Uncovered

Auxiliary

Other Describe _____

Water Sewer Setbacks- Front _____ Side _____ Rear _____ Height _____

Describe work to be done: _____

Notes/Comments _____

(The following agreement does not apply to Manufactured/Mobile Home/Modular applications. All applicants for these homes must also complete and sign page 3)

AGREEMENT-Read and initial where indicated

This permit is conditioned on the following: (1) project limiting fence no less than 4' in height and sufficient to retain all debris, construction materials and litter must be erected on site; and (2) trash receptacles or containers must be available for the deposit of all debris, litter and construction material waste.

The issuance or granting of a permit or approval of plans or specifications shall not be construed to be a permit for, or an approval of, a violation of any of the provisions of the adopted zoning code or any other ordinance of the Town of Ennis. The undersigned agrees that the proposed work shall be done in accordance with the plans and specifications and the statements made in this application and in conformance with applicable Town codes or ordinances pertaining to land or building uses. This permit becomes null and void if work or construction authorized by the permit has not been commenced/initiated within one (1) year of permit's issuance (6 months for a 1 year permit) or work described has not been substantially completed within two (2) years of permit's issuance (1 year for 1 year permit), or work/construction has been abandoned/stopped for more than 180 days at any time. Single issuance or granting of a fence, deck or auxiliary permit becomes null and void if work or construction authorized by permit is not substantially completed within 180 days (6 months) from date of issuance.

*Initial Here _____

*Applicant Signature

Date

*Printed Name (applicant)

ALL INITIAL FEES MUST BE PAID PRIOR TO PERMIT ISSUANCE.

Approved **Denied**
 Attachments Yes No

Public Works Director

Date _____

Approved **Denied**

Zoning Administrator

Date _____

PERMIT EXPIRATION DATE:

MUST RENEW ON OR BEFORE DATE OF EXPIRATION. EXTENSIONS MAY BE GRANTED WITH APPROVAL
do not write below this line

Fees

Zoning permit requiring site plan review	\$400.00	_____
Zoning permit requiring sketch plan review	\$200.00	_____
Zone change	\$1000.00 plus publication, posting, mailing costs	_____
Addition-	\$100.00	_____
Garage-	\$100.00	_____
Fence-	\$50.00	_____
Deck-	\$50.00	_____
Auxiliary-	\$50.00	_____
After-the Fact Permit	Double Permit Fee	_____
<u>MOBILE / MANUFACTURED HOMES</u>		
Move-in Permit-	\$50.00 (M/H)	_____
Foundation-	\$100.00 (M/H)	_____
Inspection-	\$50.00 (M/H)	_____
Manufactured/Mobile/Modular Deposit (refundable if compliant)		_____
<u>UTILITIES/STREET ENCROACHMENT APPLICATION MUST BE INCLUDED</u>		
Water hook-up	\$2425.00 (One tap per residential dwelling unit)	_____
Sewer hook-up	\$3613.00 (All parts must be approved by Public Works Director)	_____
<u>Street bond (refundable after inspection by public works)</u>		
Paved	\$500.00 (Encroachment Permit Required)	_____
Unpaved	\$300.00 (Encroachment Permit Required)	_____
	Total	_____

(All fees must be paid before issuance of permit)

Manufactured/Mobile Home/Modular Application

Move-In Permit Inspection Foundation

*Name _____

*Location _____

*Mailing Address _____

*City _____ *State _____ *Zip _____ * Phone _____

Permanent Set-Up Check List

◆ Foundation (must be installed prior to move in of M/H)	_____
◆ Water/Sewer Hook-up	_____
◆ Inspection/Move-In Permit:	_____
◆ Siding	_____
◆ Roof	_____
◆ Insignia/Sales Contract	_____

Rental Property Set-Up Check List

◆ Inspection/Move-In Permit:	_____
◆ Siding	_____
◆ Roof	_____
◆ Insignia/Sales Contract	_____

AGREEMENT

The issuance or granting of a permit or approval of plans or specifications shall not be construed to be a permit for, or an approval of, a violation of any of the provisions of the adopted zoning code or any other ordinance of the Town of Ennis. The undersigned agrees that the proposed work shall be done in accordance with the plans and specifications and the statements made in this application and in conformance with applicable Town codes or ordinances pertaining to land or building uses. This permit becomes null and void if work or construction authorized by the permit has not been initiated within three (3) months of permit's issuance. All work must be completed within one (1) year of permits issuance or forfeiture *Initial Here _____

Applicant signature

Date

Notes/Comments

Inspected By: _____
Name Title

Date

Deposit- _____ (required prior to issuance of permit, to be refunded if compliant and completed within permit limit)

refunded forfeited

11-5-5

11-5-5

11-5-5: **SKETCH AND SITE PLAN REQUIREMENTS AND CHECKLIST:**

SKETCH AND SITE PLAN REQUIREMENTS AND CHECKLIST

Town of Ennis, Montana

Scaled or dimensioned site plan that includes the following:

- ◆ Name of land or building and address
- ◆ Date, north arrow and scale
- ◆ Proposed land or building use
- ◆ Lot or property boundaries
- ◆ Adjacent public right of way locations and names
- ◆ Adjacent properties and zoning classifications
- ◆ Location and dimensions of all buildings
- ◆ Building setbacks from property lines
- ◆ Building setbacks from side street, if applicable
- ◆ Building separation (for multiple bldgs. on property)
- ◆ Building height (from finished grade to highest point on the building)
- ◆ Clear vision zone (for corner lots)
- ◆ Lot size, in square feet
- ◆ Lot coverage, in percent
- ◆ Landscaped area
- ◆ Off street parking location and # of spaces
- ◆ Required screening, if applicable
- ◆ Location of streams, lakes and land subject to flooding

(Ord. 131, 3-14-2002)



Town of Ennis

P.O. Box 147
328 W. Main Street
Ennis, MT 59729
Phone (406) 682-4287
Fax (406) 682-5011

TOWN OF ENNIS ENCROACHMENT
APPLICATION

Ennis Town Code Title 8 Chapter 1

Date of Application: _____

Applicant Name: _____

Applicant Business Name (if applicable) _____

Applicant Address: _____

Applicant Phone Number: _____

Nature of Permit Application: Provide specific details for time frame and location:

Multiple horizontal lines for providing details on the nature of the permit application.

Attach rough sketch of location and plans to this document.

Reviewed by:

Ennis Public Works

_____ Date: _____

Ennis Police Department:

_____ Date: _____

Zoning Administrator (if required):

_____ Date: _____

Additional Comments/Requirements:

Multiple horizontal lines for providing additional comments or requirements.

Approved: _____ Mayor Town of Ennis

Date: _____

Denied: _____ Mayor Town of Ennis

Date: _____

Title 8 Chapter 1

PUBLIC RIGHTS OF WAY

This chapter shall be known as the ENNIS UNIFORM RIGHT OF WAY ENCROACHMENT CODE. (Prior Code § 14.02.010)

8-1-2: SCOPE:

The purpose of this chapter is to provide standards for the regulation and control of encroachment and private use of public rights of way within the incorporated limits of the town. This chapter will ensure full compliance by this incorporated municipality with all applicable federal, state and local laws, in the interest of public safety and the free and safe flow of traffic. (Prior Code § 14.02.020)

8-1-3: ENCROACHMENTS AND CURB LINE

A. Encroachments: Encroachments shall include all private devices placed upon the public right of way including devices which overhang or underlie the right of way.

B. Curb Line: The curb line shall be the line at the face of the curb nearest to the street or roadway. In the absence of a curb, the curb shall be estimated by the town officials. (Prior Code § 14.02.030)

8-1-4: USE OF PUBLIC RIGHT OF WAY; PERMIT REQUIRED

No private signs, eaves, marquees or similar devices will be allowed to encroach on the public rights of way of the town within the incorporated limits, except as provided herein and then only by permit issued by the proper authorities and revocable on ten (10) days' written notice to the permittee. No gainful private or commercial use of the public right of way will be allowed, e.g., nonemergency servicing of vehicles, parking or placing of portable advertising devices on the public right of way. (Prior Code § 14.02.040)

8-1-5: PROJECTION AND CLEARANCE

The outermost portion of an overhanging device should be at least five feet (5') behind the face of the curb; or where there is no curb, from the shoulder of the roadway; and the lowest portion of an overhanging device should be at least ten feet (10') above the top of the curb, sidewalk or roadway shoulder elevation. (Prior Code § 14.02.050)

8-1-6: EXCEPTION

Section 8-1-5 of this chapter shall be prospective in operation and shall not be construed to affect or concern existing construction; provided however, that this chapter shall apply to structures of any sort presently over and trespassing upon the traveled portion of the roadway within the curb lines or lines of shoulder of any street or highway within the town. (Prior Code § 14.02.060)

8-1-7: SIGNS, MINIMUM STANDARDS

It is the purpose and intent of this chapter to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the placement of all signs and sign structures within the incorporated limits so as to prevent the obstruction of view of any official traffic sign, signal or device. (Prior Code § 14.02.070)

8-1-8: PENALTY

Any person violating the provisions of this chapter shall be, in addition to the penalties provided by state law, punished by a fine as provided in section 1-4-1 of this code. Prosecution under this section shall not limit the right of the town to seek relief by way of injunction for a nuisance. (Prior Code § 14.02.080)

TOWN of ENNIS
Service Connection Field Sheet

Service Location

Zone: _____ Service Number: _____
Address: _____ Street: _____
City: _____ State: _____ Zip: _____

Main and Tap

Main Type: _____ Main Size: _____
Tap Type: _____ Tap Size: _____
Tap Bury Depth: _____ Tap Coordinates: _____
Tap Install Date: _____ Tap Installer: _____

Service Pipe Type: _____ Service Pipe Size : _____
Tap to Curbstop Distance : _____

Pit or Box Type : _____
Metered : _____
Pit or Box Coordinates : _____

Service to Building

Pipe Type : _____ Pipe Size : _____
Bury Depth : _____
Location Entering Building : _____
Install Date : _____ Installer : _____
Curb to Building Distance : _____

Comments

INTERNAL TRACKING SHEET
For Town Use Only

Permit Applicant: _____

Permit Address or Legal Description: _____

Permit Complete and approved with payment
Payment Type: Cash Credit Card Check # _____

Encroachment Permit(s) signed and approved by staff

Complete Copy of Permit provided to Permit Applicant

Complete Permit with payment provided to Town Clerk

Complete Permit placed on Shared Drive in Permits/Site-Building folder

Complete Original Permit placed in master file

Additional Notification _____

Additional Notification _____

Additional Notification _____

Additional Notification _____