



# CHECKLIST FOR:

## LAKE COUNTY LAKESHORE CONSTRUCTION PERMIT APPLICATION

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process.

You are welcome to schedule an **Informal Project Preview** with the Planning Department staff prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Submit the checklist, application and fee to:

Lake County Planning Department  
106 4<sup>th</sup> Avenue East  
Polson MT 59860

Phone 406.883.7235  
FAX 406.883.7205  
Email [planning@lakemt.gov](mailto:planning@lakemt.gov)

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Please check that you have completed the following:

- Check to Lake County Planning Department
- Landowner Contact Information
- Local Agent/Contractor Contact Information
- Correspondences to be sent to 1) Applicant or 2) Local Agent/Contractor (check box on form)
- Supplemental Authorization from Landowner (if applicable)
- Project Location/Description
- Location Sketch
- Property / Proposal Description
- Project Cost – provide a written bid from contractor or materials bid if the owner is doing work
- Detailed Site Plan
- Cross-sectional View
- Other Required Permits? (Tribal, Floodplain, etc.)
- Property Staking (stake improvements and side property lines)
- Landowner/Agent Certification and Signature(s)

See the department webpage for regulations and other information:

[www.lakemt.gov/planning/planning.html](http://www.lakemt.gov/planning/planning.html)



**Tip:** Plan for at least four (4) weeks of review time before permit is issued. Hopefully, you will get your permit sooner, but four weeks is a good estimate of what to plan for.

Lake County Planning Department  
 106 Fourth Avenue East  
 Polson, MT 59860-2175  
 Phone: (406) 883-7235  
 Fax: (406) 883-7205

PLANNING DEPARTMENT USE ONLY:	
PERMIT APPLICATION #	
DATE(S) OF SITE VISIT(S):	
DATE PERMIT ISSUED:	
ADMINISTERED BY (PLANNER):	

## LAKESHORE CONSTRUCTION PERMIT APPLICATION

This form must be used for any project occurring within the Lakeshore Protection Zone as defined within the Lakeshore Protection Regulations adopted by Lake County. **Attach a check covering the appropriate fees from the table below payable to LAKE COUNTY PLANNING DEPARTMENT and mail the application materials to the address above.**

Application for permit	<b>FEE:</b>
Cost of project:	
\$0 - \$500	\$ 75
\$500 - \$5000	\$150
\$5000 - \$10,000	\$250
\$10,000 - \$25,000	\$425
\$25,000 - \$50,000	\$575
\$50,000 +	\$600
Application for a Variance – Minor	Fee as above plus \$300
Application for a Variance – Major	Fee as above plus \$400
Extension of an existing permit	\$ 25
Changes to a permit with no site visit necessary	\$ 50
Revisit the site if requested or necessary to review changes to a permit	\$100
Site plan review or site visit for administrative determination	\$100 (counts towards future permit fee)
Permit extension	\$ 25
After-the-fact Permit	Fee as above multiplied by 2

I, \_\_\_\_\_ the undersigned landowner/agent, have read and understand the current Lakeshore Protection Regulations for Lake County that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the Lakeshore Protection Regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning staff, the Board of Lake County Commissioners, and their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

**(Landowner/Agent: Check the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal include N/A next to the box to indicate it is not required for your proposal.)**

**1. Landowner Contact Information:**

Name of Landowner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Local Agent/Contractor Contact Information (if applicable)\*:**

Name of Agent/Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Note: If more than one agent/contractor is being used, attach a sheet containing the additional information.*

**3. Correspondence:**

The original Lakeshore Construction Permit to be posted at the project site, and other correspondences should be sent to: 1) Applicant \_\_\_\_ or 2) Local Agent/Contractor \_\_\_\_ (check one)

*Note: A copy of the approved permit and other primary correspondence will be sent to the other party.*

**4. Authorization from Landowner (if applicable):**

If the person signing the application is not the current landowner of the property where the project will occur, attach a letter to this application from the landowner authorizing the agent/contractor to act on the landowner's behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

**5. Project Location/Description:**

Legal Description: \_\_\_\_\_  
Subdivision/COS/other: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Section \_\_\_\_, Township \_\_\_\_ North, Range \_\_\_\_ West  
Tax ID Number: \_\_\_\_\_ Geocode: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Subunit: \_\_\_\_\_  
Linear Feet Lakeshore Frontage: \_\_\_\_\_

**6. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

**7. Current Property / Proposal Description:**

What is the use of the property? Residential /Commercial /Agricultural /Other \_\_\_\_\_  
(Circle all that apply)

Are there any restrictive covenants, deed restrictions, private use or maintenance agreements, easements or similar encumbrances associated with the property? Yes \_\_\_\* No \_\_\_

**\*If yes, attach copies or provide document numbers.\***

Describe the proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Specify major construction materials (lumber, concrete, stone, etc.) to be used:

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- Specify equipment to be used (if applicable):

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- Specify erosion control measures to be used:

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**8. Project Cost:**

Attach a bid for the project written by a contractor. If the homeowner is doing the work themselves, attach a cost of materials bid from the materials source.

**9. Detailed Site Plan:**

Attach a site plan (the preferred scale is 1 inch to 20 feet) to demonstrate that the proposed project complies with the Lakeshore Protection Regulations. Check the box for each item that has been included on the site plan.

- Location of the mean annual high water elevation
- Location of mean annual low water elevation
- Location of the 20' lakeshore strip of the Lakeshore Protection Zone (the 20' land area) and any nearby wetlands or streams
- Location and dimension of any portion of the Lakeshore Protection Zone with slopes of 25% or greater
- Location and principle dimensions of the project, including lengths and widths
- Location/distance to side property lines and/or riparian boundary lines
- Location and dimensions of all existing and proposed lakeshore facilities
- Location of existing or proposed utilities, including water and electric lines
- Location and dimension of deposit area for construction waste
- Estimated amount of dredge or fill materials, and location/dimension of deposit area for dredged materials
- Location of planned best management practices (BMPs), such as silt fences, straw bales, wattles, etc.
- Existing and proposed vegetation, along with indication of what vegetation is to be removed and/or preserved
- Scale
- North Arrow

**10. Cross-sectional View:**

Attach a cross-sectional view of the proposed improvement(s) that shows the elevation of the existing and proposed (finished) grades to allow the Lakeshore Administrator to calculate the height of the improvement(s). The cross-sectional view must show:

- Mean annual high water elevation
- Mean annual low water elevation
- Height/elevation of project relative to the mean and low annual high water elevations
- Depth of footings, dimensions of any excavation, and/or depth of any fill materials
- Planned best management practices (BMPs), such as silt fences, straw bales, wattles, etc.

**11. Other Required Permits:**

- Have you applied for a Tribal permit? Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable \_\_\_\_\_
- Are there any other permits required to complete the project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, include the name of each permitting agency and the type of permit(s) required below and include a copy of the permit(s) or application(s) with this application.

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**12. Property Staking:**

The applicant shall stake the location of any proposed improvement(s) and side property line locations prior to submitting this application to the Lake County Planning Department for review.

**13. Landowner/Agent Certification:**

By affixing my signature hereto, I certify that the information furnished herein is true and correct to the best of my knowledge, and that I am the owner of the premises where the work is to be performed or I am acting as the owner's authorized agent. I understand that the permit issued pursuant to these regulations strictly limits construction to authorized plans on file with Lake County and to all conditions of approval attached to the permit. Any changes to the proposed construction, including additional construction, would require additional review and approval by Lake County. I further understand that construction shall not commence on the proposed project until the application has been approved, the permit has been issued by Lake County, and the permit has been posted within twenty feet (20') of the project work site in plain view.

\_\_\_\_\_  
*Landowner or Designated Agent Signature*

\_\_\_\_\_  
*Date*

**Incomplete or erroneous applications will be returned to the applicant**

When determining a timeline for your project, be aware that a permit will typically be issued within four (4) weeks of a complete application being received by the Planning Department if the proposed use and site plans conform to the standards of the Lakeshore Protection Regulations. Following submittal of this application and attached materials, any additional information the Lakeshore Administrator requests to review this proposal must be submitted within 6 months from the date of the original date of the received Lakeshore Construction Application or the applicant may be required to re-apply for a permit.

All permits issued as a result of this application shall be good for a construction period of one year. If it is determined that the landowner is diligently working towards project completion and submits the applicable extension fee, a one-year extension may be issued.