

# Building for Rent or Lease Application

<b>[Name of Jurisdiction]</b>	<b>Office Use Only</b> Date: _____ Accepted by: _____ Fee: \$ _____ Cash/Check #: _____
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**1. OWNER(S) OF RECORD:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. APPLICANT** *[person(s) authorized to represent the owner(s) of record and to whom copies of all correspondence is to be sent]:*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**3. LEGAL DESCRIPTION OF PROPERTY:**

Street Address: \_\_\_\_\_ Sec. No. \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Tract No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

Lot Size: \_\_\_\_\_ Acres/Square Feet (circle)

**4. DESCRIPTION OF PROPOSED USE** *[use separate sheets as necessary]:*

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## 5. ATTACHMENTS

A complete application for review of building(s) for rent or lease must be accompanied by the following:

- A fee simple property deed or other instrument showing title and ownership of the subject property;
- A title report from a licensed title abstractor or Title Company showing the names of the owners of record of land and the names of any lien holders or claimants of record against the land (must not be over 90 days old at time of application submittal);
- Site plan (one or more sheets) including the following:
  - North arrow and scale bar;
  - Property boundaries;
  - Existing and proposed onsite and adjacent offsite streets, roads and easements that will serve the proposal;
  - Existing and proposed access to the subject property;
  - Pertinent geographic features of the subject property, including any significant topographical features and designated floodplain;
  - Location of existing and proposed water, wastewater and solid waste facilities serving the subject property;
  - The location of existing and proposed buildings or structures on the subject property.
- A detailed narrative describing the following:
  - The existing and proposed buildings and their location on the subject property, including the uses proposed for each and the approximate floor area and ground coverage of each building;
  - The proposed water, wastewater and solid waste disposal facilities intended to serve the proposed buildings for lease or rent;
  - The emergency medical, fire, and law enforcement services proposed to serve the buildings for lease or rent;
  - The existing and proposed access to and from the site, as well as on-site circulation providing access to the existing and proposed buildings for lease or rent;
  - The potential significant impacts on the surrounding environment and/or human population as a result of the proposed buildings for lease or rent, including a description of any proposed mitigation measures to avoid or minimize impacts anticipated.
- The associated fee for review of the proposed development, in the amount of: **insert amount**.

**6. CERTIFICATION**

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other forms, documents, plans or any other information submitted as a part of this application to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand any approval based thereon may be rescinded and other appropriate action taken. The signing of this application signifies approval for representatives of the **[name of City/County]** to be present on the property for routine monitoring and inspection during the review process.

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date