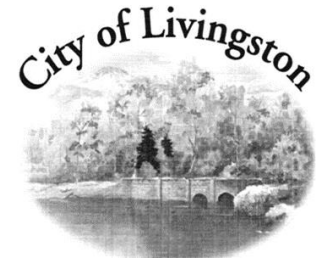


City of Livingston  
Department of Planning  
220 E. Park St.  
Livingston, MT 59047  
(406)222-4903  
[planning@livingstonmontana.org](mailto:planning@livingstonmontana.org)

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## City of Livingston Special Exception Permit Instructions

A Special Exception Permit (SEP) is required for the use of any property within the City of Livingston that is shown as “S” in the List of Uses table found in Section 30.40 of the City of Livingston Zoning Ordinance for the Zoning District in which the property is located.

Special Exception Permits require a public hearing, and are approved or denied by the City Commission. All SEPs are evaluated by the Commission based upon three (3) criteria:

1. The use will not place a substantial adverse effect upon nearby properties or their occupants.
2. That the proposed use is in harmony with the general purposes and intent of the zoning ordinance.
3. If desired, the City Commission may add such requirements as it deems necessary to protect the surrounding neighborhood from the effects of the granted Special Exception.

The City Commission may impose conditions of approval on all Special Exemption Permit applications to ensure that the above criteria are met. **It is highly recommended that you meet with planning staff prior to applying for a SEP.**

### Submittal Requirements:

- Completed Application Form.
- Cover letter with a description of the project and how the project meets the criteria listed in Section 30.75.A of the Zoning Ordinance and included in these instructions.
- Site Plan showing locations of all structures on the property with the distances from the structures to all property lines clearly labeled and area of the lot.
- Building Elevations for all new structures with building heights and ingress and egress clearly labeled.
- Site Plan showing locations and dimensions of vehicular parking, loading areas, and bike parking dimensions and design, and locations of any refuse areas.
- Landscaping Plans with plant types and size (if required).
- Lighting plans showing compliance with the Night Sky Ordinance if outdoor lighting is proposed.
- Any other documents needed to show compliance with the City of Livingston Zoning Ordinance.
- A development schedule.
- The Special Exception Permit review fee.

All documents shall be submitted on either 8 ½” x 11” or 11” x 17” paper. Additionally, digital copies of the submittal in PDF file format are required.



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## City of Livingston Special Exception Permit Application

1. **Property Owner Name:** \_\_\_\_\_

2. **Location of Property**

General Location: \_\_\_\_\_

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

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

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

3. **Contact Information**

*Property Owner*

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

*Primary Contact/ Applicant*

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

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

*Secondary Contact*

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

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**4. Zoning Information**

Existing Structures on Property and Year Constructed: \_\_\_\_\_

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

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

Building Height: \_\_\_\_\_

Building Setback from Property Line:

Front Street: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Side Street (if corner lot): \_\_\_\_\_

Number of Vehicular Parking Spaces: \_\_\_\_\_ Number of Bicycle Parking Spaces: \_\_\_\_\_

Exterior Lighting?  Yes  No

Within Historic District or Design Overlay District?  Yes  No

Landscaping Required?  Yes  No

**I hereby certify that the information included in this application is true and accurate.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date