



SANDERS COUNTY Buildings for Lease or Rent Review Process

1. Purpose

The following regulations are intended to provide an administrative process for the acceptance and review of applications for the creation of a building for rent or lease in Sanders County. The rent or lease of a building on a tract of record may directly impact the property and its surroundings with regard to vehicular access, public health, safety, and general welfare, the provision of public services and utilities, and the physical environment. These regulations are adopted for the purpose of considering and mitigating potential impacts resulting from a building proposed for rent or lease on a single tract of record, ensuring protection of the public's health, safety and general welfare.

2. Authority & Administration

- A. These regulations are adopted under the authority of Section 76-8-101, MCA.
- B. The Subdivision Administrator is designated by the Board of County Commissioners of Sanders County to administer these regulations, including the review and enforcement of any certificate of compliance issued pursuant to the terms set forth herein.

3. Applicability

- A. These regulations apply to all lands within Sanders County, excluding the incorporated city of Thompson Falls and towns of Plains and Hot Springs.
- B. In their interpretation and application, the provisions of this chapter may be regarded as the minimum requirements for the protection of the public health, safety, comfort, prosperity and welfare.
- C. This resolution is not intended to abrogate or annul any building permit, certificate of occupancy, variance, or other lawful permit issued before the effective date of these regulations.
- D. These regulations are not intended to abrogate or annul any other regulations applicable to a tract of land, including but not limited to private covenants or floodplain regulations.

4. Definitions

- A. *Administrator* – The individual designated by the governing body to carry out the terms of these regulations.
- B. *Apartment Building* - A building that several people live in with a common entrance and hallway.
- C. *Applicant* – The owner, or designated representative, of land for which an application for the creation of a building for rent or lease has been submitted.
- D. *Building* – As defined in Section 76-8-101(1), MCA, a structure or a unit of a structure with a roof supported by columns or walls for the permanent or temporary housing or enclosure of persons or property or for the operation of a business. Except as provided in 76-3-103(15) the term includes a recreational camping vehicle, mobile home, or cell tower. The term does not include a condominium or townhome.
- E. *Department* – As defined in Section 76-8-101(2), MCA, the department of environmental quality provided for in 2-15-3501.
- F. *Governing body* – As defined in Section 76-8-101(3), MCA, the legislative authority for a city, town, county, or consolidated city-county government.
- G. *Landowner* – As defined in Section 76-8-101(4), MCA, an owner of a legal or equitable interest in real property. The term includes an heir, successor, or assignee of the ownership interest.

- H. *Local reviewing authority* – As defined in Section 76-8-101(5), MCA, a local department or board of health that is approved to conduct reviews under Title 76, chapter 4.
- I. *Mini storage building* – Any building or unit of building designed and used for the purpose of renting or leasing individual domestic storage spaces to tenants who are to have access to such space for the purpose of storing and removing personal property.
- J. *Supermajority* – As defined in Section 76-8-101(6), MCA, a unanimous affirmative vote of the present and voting county commissioners.
- K. *Tract* – As defined in Section 76-8-101(7), MCA, an individual parcel of land that can be identified by legal description, independent of any other parcel of land, using documents on file in the records of the county clerk and recorder's office.

5. Requirements for Buildings for Lease or Rent

- A. When applicable zoning regulations are not in effect, a building that is not created for rent or lease and is not or will not be served by water or wastewater facilities is exempt from these regulations.
- B. A building that is created for lease or rent and is not or will not be served by water or wastewater facilities are exempt from these regulations when:
 - i. The building is one of three or fewer buildings for lease or rent that were in existence or under construction on the tract of record before September 1, 2013;
 - ii. The building is a facility as defined in 15-65-101 that is subject to the lodging facility use tax under Title 15, Chapter 65, except for recreational camping vehicles or mobile home parks;
 - iii. The building is for farming or agricultural purposes; or
 - iv. The building is a mini-storage ~~with 50 or less units.~~
- C. A building that is created for lease or rent and is or will be served by water and wastewater facilities must comply with the provisions of subsection (D) but is exempt from all other provisions of these regulations when:
 - i. The building is one of three or fewer buildings for lease or rent that were in existence or under construction on the tract of record before September 1, 2013;
 - ii. The building is a facility as defined in 15-65-101 that is subject to the lodging facility use tax under Title 15, Chapter 65, except for recreational camping vehicles or mobile home parks;
 - iii. The building is for farming or agricultural purposes; or
 - iv. The landowner records a notarized declaration with the Sanders County Clerk and Recorder stating that the proposed building will not be leased or rented. The declaration runs with the land and is binding on the landowner and all subsequent landowners and successors in interest to the property, and may only be revoked by written approval of both the landowner and the governing body in accordance with these regulations. The declaration must be executed by the landowner and the administrator, and must include:
 - a. The name and address of the landowner;
 - b. A legal description of the tract upon which the proposed building will be located; and
 - c. A specific description of the building on the tract of record; or
 - v. The building is an apartment building with 10 or less units.
- D. The first three (3) or fewer buildings for lease or rent proposed on a single tract of record and not otherwise exempt under subsections (A)-(C), require review and approval by the department or local reviewing authority for sanitation review if required by Title 76, Chapter 4, MCA, or to the local board or department of health if review is required by Title 50, MCA. If the department, local reviewing authority, or local board or department of health approves the application for sanitation review, the landowner shall record the certificate of approval and any conditions associated with the approval of the application with the Sanders County Clerk and Recorder.
- E. All other buildings for lease or rent on a single tract of record require review and approval by the governing body, pursuant to the provisions of Section 6.
- F. A landowner may voluntarily request a certificate of compliance form the Administrator to document that a building is exempt from these regulations. Such a request should be made in writing to the Administrator on the form provided by the Administrator. The burden of proof rests with the landowner to demonstrate how an

existing or proposed building meets an exemption from these regulations. The landowner may record a certificate of compliance with the Sanders County Clerk and Recorder.

6. Application for Creation of Building for Lease or Rent

A. Application Submittal

- i. An application for the creation of a building for rent or lease shall be submitted to the administrator on the form provided by the governing body, and accompanied by the payment of any fees established for the review of same.
- ii. The application shall include:
 - a. A copy of the deed or other legal description of the real property;
 - b. Evidence of the landowner's title and interest in the land for which the application is being made;
 - c. A site plan showing:
 - I. North arrow and scale bar (minimum scale of 1:20);
 - II. Property boundaries;
 - III. Existing and proposed onsite and adjacent offsite streets, roads and easements that will serve the proposal;
 - IV. Existing and proposed access to the subject property;
 - V. Pertinent geographic features of the subject property, including any significant topographical features and designated floodplain;
 - VI. Location of existing and proposed water, wastewater and solid waste facilities serving the subject property;
 - VII. The location of existing and proposed buildings or structures on the subject property.
 - d. A detailed narrative of 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;
 - e. A detailed narrative of the proposed water, wastewater, and solid waste disposal facilities intended to serve the buildings for lease or rent;
 - f. A detailed narrative of the emergency medical, fire, and law enforcement services proposed to serve the buildings for lease or rent.
 - g. A detailed narrative describing the existing and proposed access to and from the site, as well as the onsite circulation providing access to the existing and proposed buildings for lease or rent.
 - h. A detailed narrative assessing the potential significant impacts on the surrounding physical environment or human population as a result of the proposed building for lease or rent, including a description of any proposed mitigation measures to avoid or minimize impacts anticipated.

B. Review Process

- i. Upon receipt of an application along with all applicable fees, the administrator shall, within ten (10) working days, determine whether the application is complete and notify the applicant in writing.
- ii. If the application is incomplete, the governing body shall identify, in writing, any missing materials or insufficient information necessary to conduct the required review.
- iii. If the application is complete, the administrator shall complete review of the application, and the Sanders County Board of County Commissioners shall approve, conditionally approve, or deny the application within sixty (60) working days. The timeframe may be extended upon mutual agreement, in writing, by the applicant and the governing body. Review and approval, conditional approval, or denial of an application for the creation of buildings for lease or rent pursuant to this section must be based upon the regulations in effect at the time an application is determined to be complete.
- iv. The governing body shall provide written notification to the landowner of the approval, conditional approval, or denial of the application within 60 working days after determining the application was complete.

C. Governing Body Decision

- i. The governing body may approve or conditionally approve the proposed buildings for lease or rent upon finding:
 - a. The proposed buildings for lease or rent, as submitted or conditioned, comply with these regulations and avoid or minimize potential significant impacts on the physical environment and human population in the area affected by the buildings for lease or rent;
 - b. Adequate water, wastewater, and solid waste facilities are available to serve the buildings for rent or lease;
 - c. Adequate access to the site is provided to serve the buildings for lease or rent;
 - d. Adequate emergency medical, fire protection, and law enforcement services are available to serve the buildings for rent or lease; and
 - e. The buildings for lease or rent comply with any applicable flood plain regulations.
- D. Appeal
 - i. Appeal of Sanitation Decision. An applicant who is aggrieved by a final decision of the department or the local reviewing authority made pursuant to Section 5(B) of these regulation may request a hearing as provided in Section 76-4-126(1), MCA. For purposes of this subsection, the contested case provisions of the Montana Administrative Procedure Act, Title 2, chapter 4, part 6, apply to the proceeding.
 - ii. Appeal of Local Governing Body Decision. An applicant or landowner with a property boundary contiguous to the tract on which buildings for lease or rent are proposed to be located who is aggrieved by a decision of the governing body pursuant to Section 6 of these regulations may, within 30 days of the date of the final decision of the governing body, appeal to the district court in the county in which the property involved is located.
 - iii. For purposes of this section, "aggrieved" has the meaning provided in Section 76-3-625, MCA.

7. Enforcement and Penalties

- A. The administrator shall notify the landowner or any other responsible party of a violation of these regulations by certified mail and/or posting on the subject property. The notice shall describe the violation, cite the section of these regulations being violated, and request the responsible party to voluntarily comply within a minimum of 30 days.
- B. Any person who receives a notice of violation may, within the 30 days allowed, request inspection by the administrator to show that compliance has been attained or appeal the notice of violation to the governing body.
- C. If, after the 30 days for voluntary compliance has lapsed, compliance has not been attained or an appeal has not been filed, the administrator shall request the Sanders County Attorney begin legal action against the landowner or any other responsible party.
- D. Upon request by the administrator, the Sanders County Attorney may immediately commence any actions and proceedings available in law or equity to prevent the creation of a building for lease or rent in violation of these regulations; restrain, correct, or abate a building for lease or rent in violation of these regulations; or prevent the occupancy of a building for lease or rent in violation of these regulations.
- E. A violation of these regulations is a misdemeanor punishable by a fine not exceeding \$500.

Sanders County Building for Rent or Lease Application

The following application shall be submitted for the review of four (4) or more buildings (or units within a building) created for rent or lease on a tract of record, in accordance with the local subdivision regulations adopted and pursuant to Section 76-8 -101, MCA.

Office Use Only

Date: _____ Accepted by: _____

Fee: _____ Cash/Check #: _____

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 shall 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: _____

4. DESCRIPTION OF PROPOSED USE:

Number of building(s)/units proposed: _____

5. ATTACHMENTS:

- 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 private or public utilities serving the subject property;
 - The location of existing and proposed buildings or structures on the subject property.
- A detailed narrative:
 - Describing 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;
 - Describing the proposed water, wastewater, stormwater and solid waste disposal facilities intended to serve the proposed buildings for lease or rent;
 - Describing the emergency medical, fire and law enforcement services proposed to serve the buildings for lease or rent;
 - Describing the existing and proposed access to and from the site, as well as the onsite circulation providing access to the existing and proposed buildings for lease or rent.
 - Assessing the potential significant impacts on the surrounding physical environment or human population as a result of the proposed building for lease or rent, including a description of any proposed mitigation measures to avoid or minimize impacts anticipated.

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, completed, 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 Sanders County Land Services Department to be present on the property for routine monitoring and inspection during the review process.

Landowner Signature Date

Applicant Signature Date