



# Planning & Community Services Department

"Serving Billings, Broadview and Yellowstone County"  
2825 3<sup>rd</sup> Ave. North, 4<sup>th</sup> Floor  
Billings, Montana 59101  
Fax: (406) 657-8327

Phone: (406) 657-8246 (406) 247-8676



Permit# \_\_\_\_\_

## TEMPORARY USE PERMIT APPLICATION

**(Fee City \$224.00/Renewal Group 3 uses \$149.00, County-\$202.00/Renewal Group 3 uses \$134.00)**

**THERE MAY BE A \$1500.00 BOND REQUIRED UPON APPROVAL OF THIS USE PERMIT.**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

TYPE OF TEMPORARY USE: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

ZONING: \_\_\_\_\_ TYPE OF STRUCTURE: \_\_\_\_\_

SIGNAGE AREA\*\*: \_\_\_\_\_ SIZE OF STRUCTURE: \_\_\_\_\_

*(\*\*MAXIMUM 32 SQUARE FEET PER SIGN, UP TO 100 SQUARE FEET ALLOWED TOTAL.)*

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/BUSINESS OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

PAYMENT INFORMATION: CHECK # \_\_\_\_\_ RECT #: \_\_\_\_\_

PLANNING DEPARTMENT: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

CITY ENGINEERING DEPARTMENT: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

COUNTY PUBLIC WORKS DEPARTMENT: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

BUILDING DEPARTMENT: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

DATE ISSUED/RENEWED: \_\_\_\_\_ DATE OF EXPIRATION: \_\_\_\_\_

**BOND** INFORMATION: CHECK # \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

TEMPORARY PERMIT ISSUED/RENEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**SOME TEMPORARY USE PERMITS MAY BE RENEWED. IF THE BUSINESS WISHES TO RENEW THE TEMPORARY USE PERMIT, A RENEWAL APPLICATION MUST BE SUBMITTED TO THE CITY-COUNTY PLANNING DEPARTMENT AT LEAST THIRTY (30) DAYS PRIOR TO THE PERMIT EXPIRATION.**

**PERMIT CLOSED: DATE: \_\_\_\_\_ BOND RETURNED: Yes / No BY: \_\_\_\_\_**