



# LEWIS AND CLARK COUNTY

## BUILDINGS FOR RENT OR LEASE APPLICATION

Community Development and Planning  
City-County Building, 316 North Park Avenue  
Helena, MT 59623  
(406) 447-8374

**1. LAND OWNER(S) OF RECORD** *[all land owner(s) of record are required to sign the application]:*

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. LOCATION DESCRIPTION OF PROPERTY:**

Street Address: \_\_\_\_\_ Sec. No. \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Tract No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_  
Lot Size: \_\_\_\_\_ Acres/Square Feet (circle) Geo-Code (Tax ID No.): \_\_\_\_\_

**4. DETAILED DESCRIPTION OF EXISTING IMPROVEMENTS AND ALL STRUCTURES, INCLUDING USES FOR EACH AND THE APPROXIMATE FLOOR AREA AND GROUND COVERAGE OF EACH** *[use separate sheets as necessary]:*

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

**5. DETAILED DESCRIPTION OF THE PROPOSED PROJECT, INCLUDING THE USES PROPOSED FOR EACH AND THE APPROXIMATE FLOOR AREA AND GROUND COVERAGE OF EACH BUILDING** *[use separate sheets as necessary]:*

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\_\_\_\_\_  
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**6. DETAILED DESCRIPTION OF EXISTING AND PROPOSED WATER, WASTEWATER AND SOLID WASTE DISPOSAL FACILITIES** *[use separate sheets as necessary]:*

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\_\_\_\_\_  
\_\_\_\_\_  
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**7. DETAILED DESCRIPTION OF THE EMERGENCY MEDICAL, FIRE, AND LAW ENFORCEMENT SERVICES PROVIDED FOR THE PROPOSED PROJECT** *[use separate sheets as necessary]:*

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**8. DETAILED DESCRIPTION OF EXISTING AND PROPOSED ACCESS TO AND FROM THE SITE, INCLUDING ON-SITE CIRCULATION PROVIDING ACCESS TO THE EXISTING AND PROPOSED BUILDINGS** *[use separate sheets as necessary]:*

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**9. DETAILED DESCRIPTION OF THE POTENTIAL SIGNIFICANT IMPACTS ON THE SURROUNDING ENVIRONMENT AND/OR HUMAN POPULATION AS A RESULT OF THE PROPOSED PROJECT, INCLUDING A DESCRIPTION OF ANY PROPOSED MITIGATION MEASURES TO AVOID OR MINIMIZE IMPACTS ANTICIPATED** *[use separate sheets as necessary]:*

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**10. ATTACHMENTS**

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

- A complete Building for Lease or Rent Application Checklist form and all information listed on the checklist form must also be attached to this application.
- Any other relevant information that may assist in the review of the application.

**11. 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 Lewis and Clark County to be present on the property for routine monitoring and inspection during the review process.

\_\_\_\_\_  
Land owner Signature Date

\_\_\_\_\_  
Land owner Signature Date

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

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