

# APPLICATION TO MOVE A HOUSE

Yellowstone County Public Works Department Room 312 County Courthouse  
406-256-2735, PO Box 35024, Billings, MT 59107

INSTRUCTIONS: Please complete the application and submit it to the Yellowstone County Public Works Department. Both the applicant and the property owner (if different) must complete various portions of the application.

## PART A:

MDOT APPLICATION No. \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_

INSPECTION FEE: A \$100 Inspection Fee must be paid by the Applicant to cover the cost of pre and post move inspections of County infrastructure. Check Date: \_\_\_\_\_ Check No. \_\_\_\_\_

INSURANCE REQUIREMENTS: Applicant must furnish a certificate of insurance with a minimum of \$100,000/\$300,000 public liability and a minimum of \$50,000 property damage insurance for moving activities in County rights-of-way. Applicant may include Yellowstone County as an "Additional Insured" on the policy furnished to MDOT Motor Carrier Service Division to prevent the need to obtain an additional insurance certificate. Applicant is responsible for all damages to County facilities and rights-of-way.

OWNER OF HOUSE TO BE MOVED (If different from Applicant) :

MAILING ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_ CELL#: \_\_\_\_\_ FAX#: \_\_\_\_\_

ORIGIN OF HOUSE: ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

DESTINATION OF HOUSE: ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

RECORDED OWNER OF DESTINATION REAL PROPERTY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE# \_\_\_\_\_ CELL# \_\_\_\_\_

ZONING OF DESTINATION REAL PROPERTY: \_\_\_\_\_

OR NOT ZONED (check here)

## PART B:

SEWER SERVICE BY: Individual on-site system (Check)  or Public System (Check)

OWNER'S CERTIFICATION: I (we), \_\_\_\_\_, certify that

(Print or Type name)

I (we) am (are) the record owner(s) of the destination real property identified above, that all information supplied above by me (us) is true and accurate, that upon arrival at the destination real property the house will immediately be permanently attached to the real property, that there are no covenants on the real property preventing attachment of the house, and I (we) have complied with all State and local requirements regarding zoning, building permits, and the lifting of sanitary restrictions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SECURITY GUARANTEE: Prior to giving approval to MDOT for a house move the Board of County Commissioners requires a **Security Guarantee** from the Applicant to ensure once the move has begun that it is completed with 7 days, and any situation arising from the move and deemed by the Board of County Commissioners to be public nuisance or detrimental to the general health, safety and welfare are corrected promptly and to the satisfaction of the Board. The amount of the Security Guarantee is \$10,000. The Security Guarantee will not be released until all aspects of the move are completed to the satisfaction of the Board of County Commissioners.

BOND No. \_\_\_\_\_ ISSUED By: \_\_\_\_\_  
(Or) CASHIER'S CHECK No. \_\_\_\_\_ Banking Institution: \_\_\_\_\_

**PART C:**

The Applicant and/or Owner must obtain sign-offs from the Yellowstone County agencies below prior to approval of the Applicants request for house moving/relocation.

**COUNTY CLERK & RECORDER**

Ownership of destination real property. Check By: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY-COUNTING PLANNING DEPARTMENT**

Zoning approved By: \_\_\_\_\_ Date: \_\_\_\_\_ OR Not Applicable (Check)

**COUNTY SANITARIAN**

On-site sewer service approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY FLOODPLAIN ADMINISTRATION**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

OK  PROBLEM

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**COUNTY PUBLIC WORKS DEPARTMENT USE ONLY**

PRE-MOVE ROUTE INSPECTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

FOUNDATION IN PLACE: YES  NO

POST MOVE ROUTE INSPECTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

ACCESS PERMIT REQUIRED YES  NO  PERMIT# \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Security Guarantee Received: \_\_\_\_\_ Date Release: \_\_\_\_\_

The Yellowstone County Public Works Department (Check one)  Grants  Denies this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Yellowstone County Public Works Department **DENIED** the application because the applicant:

- Had not completed the application
- Had not completed the requirements of the application
- The proposed route could not accommodate the house.
- Other \_\_\_\_\_