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
ture 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 __________________________________________

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