

## INFORMAL REVIEW CHECKLIST

### INFORMAL APPLICATION PROCEDURE

Informal review is an opportunity for an applicant to discuss requirements, standards and procedures that apply to the development proposal. While the conceptual review process is a general consideration of the development proposal, informal review provides an opportunity for the applicant to have the City consider the development proposal in greater detail prior to formal submittal. With the informal review, the applicant has the opportunity to meet with the Development Review Committee once the initial review is complete, to discuss both major and minor problems, specific challenges, critical path elements, and project details. Informal review applications can also be reviewed by other advisory boards such as the Design Review Board. Comments are provided in writing to the applicant following the review. Informal review is an alternative option to the concept review process for developments subject to [Section 38.230.090](#), BMC.

### INFORMAL REVIEW REQUIREMENTS

This handout provides details for the application requirements outlined in the project checklists. The outcome of the informal review process is dependent on the level and quality of information that is provided for the review. The more information and better quality that is provided for review, the greater the ability for the City to respond with specific comments.

### APPLICATION SET

- 1) Create and submit a Planning application using the [ProjectDox portal](#);
  - a) After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
- 2) The digital copies must be separated into two categories: Documents and Drawings.
  - a) The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
  - b) The Drawings folder should include items such as site plans, civil plans, landscape plans, irrigation plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information;
- 3) Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information;

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- 4) Project Narrative providing a description of the overall project including design intent, project goals, project time frame, proposed uses, site improvements, buildings, anticipated parking demand and source of off street parking. If phasing is proposed, include a description of each individual phase as related to the overall improvements.

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- 5) List of your questions regarding specific project to receive feedback from City staff.
- 6) Data regarding the existing zoning, site and building conditions, adjacent uses, available utilities and other related general information about adjacent land uses.
- 7) Location/vicinity map, including area within one-half mile of the site.
- 8) If existing structures are 50+ years old, provide color photos of all sides of the building.
- 9) If parkland is required, explain how you propose to satisfy the requirements per [Section 38.420](#), BMC.

## SITE PLANS

The following categories are the requirements for individual plan sheets. Depending on the scale and detail of the project, a single site plan displaying proposed conditions and civil requirements is allowed. If plan sheets are overly congested with line types and detail, produce individual sheets that separate the information.

- 10) Include a separate site plan displaying existing conditions such as lot boundaries, dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, buildings, natural features, and topography.
- 11) Site plan displaying proposed development including:
  - a) Existing and proposed utilities labeled
  - b) Setbacks
  - c) Pedestrian and vehicular circulation
  - d) Block frontage classification per [Section 38.510](#), BMC
  - e) Street vision triangles
  - f) Open space (if applicable)
  - g) Parking calculations for all uses, including detailed calculations of deductions if proposed and applicable
  - h) Building footprint
- 12) Civil plan including:
  - a) Proposed utilities- electric, natural gas, telephone, cable, water, sewer
  - b) Easements (in correct dimensions and width)
  - c) Identify a stormwater strategy (surface vs. subgrade), and general location. Calculations not required
  - d) Topographic contours
- 13) Proposed structure(s)
  - a) Conceptual building elevations with overall height, roof pitch, and transparency locations for block frontages
  - b) Floor plans showing floor layout including square footage and proposed use for each room and area within each building. Suggested scale of ¼ to one foot, if applicable and available
  - c) Building materials
- 14) Setbacks, building footprint and any proposed encroachments. Any setback or property line encroachments must be clearly shown and be noted with encroachment type e.g. awning, weather protection, cantilever, lighting, eave, etc.
- 15) Landscape plan including:
  - a) The landscape design approval pathway selected for compliance (prescriptive vs. performance);

- b) The general location of street trees, screening, landscape separation, and parking lot landscaping, as applicable to the project;
- c) The general location and square footage of the proposed landscape types, such as:
  - i) Turf;
  - ii) Seed Mix; and
  - iii) All other plants except for trees;
- 16) List the proposed landscape water supply source, location, and ownership (e.g. private or public) with a brief description of how this water will be used.
- 17) If known, an Irrigation plan including:
  - a) An irrigation water requirement (IWR) in units of gallons per year;
  - b) The general location of areas irrigated by the following methods:
    - i) Overhead spray (e.g. rotors/rotators);
    - ii) Drip irrigation
- 18) If phasing is proposed, a separate phasing plan with phases clearly identified.
- 19) Wetland delineation, determination of jurisdiction for watercourses and wetlands, if applicable.

## REQUIRED FORMS

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## APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted in January.

## CONTACT US

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