

# PLANNED DEVELOPMENT ZONE (PDZ) CONCEPT PLAN CHECKLIST

## PDZ CONCEPT PLAN CHECKLIST PROCEDURE

A Planned Development Zone (PDZ) zoning application requires review and approval of a general development plan as described in Bozeman Municipal Code section 38.430.080 concurrent with review of an application for a zoning map/text amendment, as described in section 38.260. A PDZ concept review or informal application is required for all PDZs as specified in 38.230.090. If the PDZ is proposed in association with a subdivision, the city may review subdivision pre-application and concept review or informal application for PDZ zoning concurrently. If an application for PDZ zoning and general development plan are not filed with the city within one year after the concept review or informal review, the review authority may require another concept review or informal review meeting before the application is filed.

## DIGITAL SUBMITTALS & NAMING PROTOCOL

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, 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;

## PDZ CONCEPT PLAN REVIEW REQUIREMENTS

The following information must be presented in a PDZ general development plan for the entire property in an application for a PDZ rezoning, unless the review authority determines that one or more of the items is not necessary in light of the size, location, availability of existing services, or information already available to the city related to the proposed development.

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1. Create and submit a Planning application using the [ProjectDox portal](#)
2. One or more map or drawings showing (1) the existing conditions on-site and within 200 feet of the project boundary, and (2) the proposed final conditions for each of the following at a concept level of detail. Final plans, studies, and engineering detail will be required with applications for Final Development Plans.
  - a. Site boundaries (with dimensions and legal description);
  - b. Site topography (including existing features to be retained);
  - c. Watercourses, wetlands, agricultural water user facilities, irrigation facilities, and floodplain boundaries;
  - d. General land uses, including maximum number and unit type of dwelling units and maximum gross floor area of non-residential land uses for each portion of the property;
  - e. General lot and street network and access points to arterial and collector streets and current transit facilities and routes;
  - f. General locations of trails, bicycle paths, and pedestrian ways;
  - g. General location of parks and open space network;
  - h. General landscaping plan for public areas, property boundaries, and proposed street frontages;
  - i. General storm drainage retention/detention areas, and stormwater design plan; and

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- j. General locations of major water and sewer line locations and utility easements.
- k. General phasing sequence and boundaries.
3. A map identifying a reference base district for each portion of the PDZ property, and narrative explanation of any standards in each respective reference base district requested by the applicant that are to be adjusted or waived in that area, the extent of adjustment or waiver requested, and any non-standard uses proposed to be included;
4. Acknowledgment that any reference base district standards or other standard not explicitly modified by the PDZ is subject to change if the reference base district is amended.
5. If phasing of development is proposed, a separate phasing plan with phases clearly identified;
6. An explanation of the proposed land use and development density or intensity for each portion of the site and a calculation of each proposed land use as a percent of total site area; and.
7. Any additional information needed to confirm that the application meets the eligibility requirements in 38.430.050.A through F for the type of PDZ being requested, as determined by the review authority.

## PDZ ELIGIBILITY

The proposed PDZ district must, as determined by the review authority, comply with the eligibility criteria of at least one of the following six types of PDZ. Reference 38.430.040 for general PDZ eligibility requirements. Check all criteria that apply:

Affordable Housing PDZ

Sustainable/Resilient Design PDZ

Combined Benefits PDZ

Historic Structure/Site PDZ

Large Development PDZ

Novel Public Benefits PDZ

## ZONE TEXT AND MAP AMENDMENT REQUIREMENTS

1. Project narrative including a detailed response to the following:
  - a. Is the new zoning designed in accordance with the growth policy? How?
  - b. Will the new zoning secure safety from fire and other dangers? How?
  - c. Will the new zoning promote public health, public safety, and general welfare? How?
  - d. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements? How?
  - e. Will the new zoning provide reasonable provision of adequate light and air? How?
  - f. Will the new zoning have an effect on motorized and non-motorized transportation systems? How?
  - g. Does the new zoning promote compatible urban growth? How?
  - h. Does the new zoning promote the character of the district? How?
  - i. Does the new zoning address the affected area's peculiar suitability for particular uses? How?
  - j. Was the new zoning adopted with a view to conserving the values of buildings? How?
  - k. Does the new zoning encourage the most appropriate use of land throughout the jurisdictional area? How?
2. If the application relies upon implementation of a plan other than the growth policy, include an explanation of what specific element of the plan is being implemented, how it is being implemented, and how the proposed PDZ is integrated with that implementation.

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## MINIMUM NARRATIVE STANDARD

As an amendment is a legislative action, the Commission has broad latitude to determine a policy direction. The burden of proof that the application should be approved lies with the applicant.

A zone map amendment must be in accordance with the growth policy (criteria A) and be designed to secure safety from fire and other dangers (criteria B), promote public health, public safety, and general welfare (criteria C), and facilitate the provision of transportation, water, sewerage, schools, parks and other public requirements (criteria D). Therefore, to approve a zone map amendment the Commission must find Criteria A-D are met.

In addition, the Commission must also consider criteria E-K, and may find the zone map amendment to be positive, neutral, or negative with regards to these criteria. To approve the zone map amendment, the Commission must find the positive outcomes of the amendment outweigh negative outcomes for criteria E-K. In determining whether the criteria are met, the City considers the entire body of regulations for land development. Standards which prevent or mitigated negative impacts are incorporated throughout the entire municipal code but are principally in Chapter 38, Unified Development Code.

The information, or argument, is necessary to make a decision. Statements supporting the application must identify goals and objectives of the Growth Policy advanced by the proposed change. Conclusory statements are not arguments for a proposed change. Your argument is critical to the success or failure of your application. Please refer to [example findings](#) to help inform your analysis.

## CERTIFICATION AND SIGNATURES

I (We), the undersigned, hereby certify that the information contained in this application is true and correct to the best of my (our) knowledge.

\_\_\_\_\_  
Property Owner's Signature(s) \_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_, before me, a Notary Public and the State of \_\_\_\_\_,

personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is(are) subscribed to the above instrument and acknowledge to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the date and year first above written.

\_\_\_\_\_  
Notary Public for State of \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_

## REQUIRED FORMS

PDZC, [DITCH](#) (if a ditch is present on site)

## APPLICATION FEE

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

## CONTACT US

Alfred M. Stiff Professional Building

20 East Olive Street

PO Box 1230

Bozeman, MT 59715

phone 406-582-2260

fax 406-582-2263

[planning@bozeman.net](mailto:planning@bozeman.net)

[www.bozeman.net/planning](http://www.bozeman.net/planning)