

Notice Posting and Mailing Procedure

Notice is required for certain projects in order for citizens to participate in decision-making that affects their interests and provides opportunity to receive information pertinent to an application that would not otherwise be available to the decision maker. The applicant is responsible for posting on the project per the requirements of the Bozeman Municipal Code BMC 38.730.

Posting on the Site

The notice is posted via a notice sign board that is provided by the City. Multiple notice boards may be provided depending on the project size and location, which is determined by the project planner. Please follow the directions below for posting the project notice boards on site.

- 1) When the project is ready to be noticed, the City will prepare and provide the notice board(s) to be picked up by the applicant/representative at the Community Development office at 20 E. Olive Street.
 - a) You will receive an email when the board is ready to be picked up, and guidance on where to post it.
 - b) The project planner will provide all required elements of the notice to the applicant no less than three days before the date the notice must be posted.
- 2) The notice board(s) must be posted on the site by the end of business hours on the date that is identified by the project planner.
- 3) The applicant is responsible for affixing the notice board(s) to a stake, fence, exterior of building or window on primary facade. The notice board(s) must be at an adequate height to be visible around any barriers and should be placed on the property (not in the public right-of-way) where it is accessible to pedestrians to view without trespassing. Do not attach the board to a utility pole or any other object that is not located on the property or owned by the property owner.
- 4) The applicant/representative must verify the posting date and take two pictures of the notice board(s), from different perspectives, on the site. The Notice Posting Declaration, on the following page, must be filled out and provided to the project planner within three days of the posting. City Staff will verify the notice location during the project site visit(s).
- 5) The notice board(s) must be removed and returned to the Community Development office no sooner than the day after the end of the notice period.
 - a) If at any time during the required noticing period, it is observed that the notice has been altered or removed without City approval, the applicant may be required to pay a re-noticing fee to post a new notice with a re-set comment period.
 - b) Please update your project schedule to include sign retrieval.

Mailing Notices

- 1) The City will provide the notice form for the mailings via email. The applicant/representative must print the notice two-sided in color and place them in envelopes with stamps with the City's return address: City of Bozeman, PO Box 1230, Bozeman, MT 59771.

- 2) If certified mailing is required for subdivisions, the applicant is required to pay for the certified mailings for all contiguous property owners, with the City of Bozeman as the return address.

The notice must be mailed to the adjoining property owners as identified on the notice by the end of the business date.

- 3) The applicant/representative must verify the mail date and certify that the notice was mailed through the notice declaration form on the following page within three days of the notice being sent. This must be emailed to the project planner.

Notice Mailing And Post Declaration

I, _____, hereby certify (*check all that apply*)

- the notice board was posted on site
- the project notice was mailed to all adjoining property owners (including all condominium owners, within 200 feet of the property)
- the project notice was mailed to all ditch ownership parties included in the [Agricultural Water User Facilities Checklist](#)

I verify that the site was posted and the project notice was mailed according to the dates noted on this form. I declare under penalty of perjury and under the laws of the State of Montana that the foregoing is true and correct. **Minimum standards for timing, location of noticing area, and method of notice are found in BMC Table 38.730.020-1**

Project Name	
Project Type	
Application #	
Signature	

Notice Posting Date & Photographs

Photo (Perspective I)	Photo (Perspective II)
Add Image Here	Add Image Here
Posting Date:	

Other Required Forms

Depending on the scope of the project, supplemental checklist information may be required.

- [DITCH](#) (if there is a ditch on site)

Application Fee(s)

For the current application fee, see the current [Fee Schedule for Planning Review](#)

Contact Us

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