

Administrative Project Decision Appeal

Administrative Project Decision Appeals may be made pursuant to Bozeman Municipal Code (BMC) section 38.760.030.

All elements of the appeal **must be received** by the city by 5:00 pm on the 15th business day following the final decision of the authority being appealed. This application must be submitted with the fee prior to the deadline.

Digital Submittal & Naming Protocol

MINIMIZE DELAYS WITH CORRECT FORMATTING. APPLICATION SUBMITTAL REQUIREMENTS ARE MANDATORY PER BMC 38.220

- 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 the owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox. ****An appellant need not obtain the signature of the property owner (as directed on the Notification Letter) **.**
- 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 an 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.

APA Application Checklist

- 1) Name and address of the appellant;
- 2) The legal description and street address of the property involved in the appeal;
- 3) A description of the project, including the project number, that is the subject of the appeal;
- 4) Evidence that the appellant is an aggrieved person as defined in BMC 38.700.020;
- 5) Notice materials required BMC 38.730.
- 6) Required appeal filing fee; and
- 7) A written narrative stating the facts and raising all grounds for appeal, and evidence necessary to support and justify a decision other than as determined by the administrative review authority. The appellant has the burden of proving that the appealed decision was made in error based on the administrative record.

Noticing

A public notice period is required for any Administrative Project Decision Appeal.

- 1) Completed and signed Noticing Checklist (NP).
- 2) The City will work with the property owner to complete the notice that must be posted on the site;

Other Required Forms

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

- NP

Application Fee(s)

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

Contact Us

Bozeman Community Development
Planning Division
20 East Olive St., Bozeman, MT 59715
Phone: 406-582-2260
Email: planningtech@bozeman.net
Website: www.bozeman.net/planning