

Commercial / Non-Residential Certificate of Appropriateness

All new commercial or nonresidential construction, alterations to existing structures, movement of structures into or out of the Neighborhood Conservation Overlay District (NCOD), or demolition of structures by any means or process is subject to review. No commercial building, demolition, conditional use, sign, or moving permit may be issued within the NCOD district until a CCOA has been issued by the appropriate review authority, and until final action on the proposal has been taken as described in Section 38.240 of the Bozeman Municipal Code.

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.
- 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.

CCOA Checklist

- 1) If demolition is proposed, provide a complete submittal with checklist items in the form [DEM](#)
 - a) If a building is claimed to be unsafe, provide evidence to support that claim.
- 2) Date of construction of the structure, if known.
- 3) Property record form, both original and updated, found on the [Historic Preservation](#) website
- 4) Project narrative providing a thorough description of what is being proposed, including a list of all alterations/changes proposed on the property.

- 5) Historical information such as pictures, plans, authenticated verbal records, and similar research documentation that may be relevant to the proposed changes to the property.
- 6) One current picture of each elevation of each structure planned to be altered, and such additional pictures of the specific elements of the structure or property to be altered that will clearly express the nature and extent of change planned. Except when otherwise recommended, no more than eight pictures may be submitted and must be clearly annotated with the property address, elevation direction (N, S, E, W), and relevant information.
- 7) Include a separate site plan displaying existing conditions such as property boundaries, dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, buildings, natural features, and topography.
- 8) Materials and color schemes to be used.
- 9) Site plan depending on project complexity with north arrow, property boundaries, dimensions, location of buildings, parking, driveways, fencing, landscaping, setbacks, utilities, access, pedestrian facilities, and location of changes proposed.
- 10) Sketch plan or site plan information, as per 38.740.
- 11) Front, rear, and side elevations of all buildings, structures, fences, and walls with height dimensions and roof pitches if new construction or changes to elevations are proposed. Show existing and proposed changes. Cross sections to confirm ground floor height, if applicable.
 - a) Building elevations must include proposed exterior building materials, windows, and doors, including a color and building material palette for all proposed features keyed to the building elevations.
- 12) An illustration showing all internal and external elements of a structure to be removed or altered by a project. All elements to be removed or altered, and to what extent, must be clearly identified and must include those elements to be removed and reinstalled.
- 13) For any non-conforming structure, an analysis of demolition to determine whether the threshold for loss of protected non-conforming status per Section 38.790.040 BMC has been met or surpassed.
- 14) A schedule of planned actions that will lead to the completed alterations.

Deviations

- 1) Description of any applicant-requested deviation and a narrative explanation as to how the requested deviation will encourage restoration and rehabilitation activity that will contribute to the overall historic character of the community per the criteria in BMC 38.240.020.G.

REQUIRED FORMS

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

- [NP](#) (if noticing required)
- [DEM](#) (if demolition)

APPLICATION FEE(S)

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

Contact Us

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