

Modification Application Procedure

A modification application is required when there is a change to an approved plan, reuse or change in use to an existing facility, or further development of a site. Any amendment to or modification of a plan approved under the ordinance of BMC 38.740.120 must be submitted to the Community Development for review and possible approval. In most cases, changes are reviewed and approved administratively. The revised materials submitted shall meet the initial plan requirements as outlined in the initial plan review checklists and the Unified Development Code, Chapter 38 BMC.

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.

Modification Checklist

- 1) Project narrative providing a thorough description of what is being proposed, including a list of all amendments/changes proposed to the plan(s). Narrative must include an analysis of whether or not the proposed amended plans do not exceed the following thresholds:
- 2) The proposed use is allowed under the same zoning district use classification as the previous use;
- 3) Changes proposed for the site, singly or cumulatively, do not increase by more than 20% any of the following: lot coverage by buildings, storage areas, parking areas, or impervious surfaces, and/or do not result in an increase in intensity of use as measured by traffic generation, stormwater discharge, or other measurable off-site impacts;

- 4) The proposed use does not continue any unsafe or hazardous conditions previously existing on the site or associated with the proposed use of the property.
- 5) Project file number associated with the plan to be modified.
- 6) For all plans annotate common dimensions for: easements, setbacks, drive aisles, streets, alleys, parking spaces, trails, pathways, sidewalks, crosswalks, parking lot landscape areas, open space areas, encroachments, site vision triangles, boulevard widths, building height, ground floor height, cross sections, bike parking areas and spacing, etc.
- 7) Site plan of existing conditions with north arrow, property boundary and dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, parking, buildings, natural features, and topography.*
- 8) Site plan of proposed changes with north arrow, property boundary and dimensions, location of buildings, parking, driveways/access points, landscaping, setbacks, easement locations, vehicular and pedestrian circulation, natural features, and topography.
- 9) 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.
- 10) Building elevations shall include proposed exterior building materials, windows, and doors, including a color and building material palette for all proposed features keyed to the building elevations if material changes are proposed.
- 11) For minor changes, include pictures, specifications, and other information that will clearly express the proposed changes or alterations to the approved plan.
- 12) Cutsheets for proposed windows, doors, exterior lighting, or other detailed modifications if building elevations are not detailed enough to depict features accurately.
- 13) Floor plans showing floor layout, including square footage and proposed use for each room and area. Suggested scale is 1/4:1 foot.
- 14) Parking plan and calculations for all uses if proposed changes to the approved plan require review of parking requirements.
- 15) Photometric plan, exterior lighting cutsheets, and specifications of proposed modifications to approved lighting plans.
- 16) Landscape plan for proposed modification to approved landscaping.
- 17) Irrigation plan if proposed modification to approved irrigation.
- 18) Any areas proposed for departure or relief; detailing locations, sizing, and percentages requested.
- 19) Other information as applicable to assist the City in a decision on the proposed modification.

OTHER REQUIRED FORMS

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

- [CCOA](#)
- [NCOA](#)
- [WR](#)
- [DITCH](#) (If a ditch is present on-site, within 100 feet of the exterior boundaries of the proposed development or is impacted by an offsite improvement regardless of the distance to the exterior development boundary.)

APPLICATION FEE(S)

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

Contact Us

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