

Site Plan Review

The process of reviewing plans for conformance with the Unified Development Code (UDC) and Montana Code Annotated (MCA). All non-subdivision development proposals, which are outlined in this document, require plan review. A concept review (checklist CONR) is required prior to formal submittal of a site plan application.

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.

Application Documents

- 1) Noticing Checklist Form NP and materials.
- 2) Project narrative describing the project type, proposed use scope, size (dwellings, building size(s), building height(s), number of buildings, number of total parking spaces), intent, and phasing, if applicable. The narrative must include a response to the City's conceptual review comments provided following the mandatory concept review.
- 3) Statement on natural environment required by BMC 38.410.010.B. Provide a statement and explanation on how the design and development of the proposed land use and development is property related to the site topography, and how to the maximum extent possible, consistent with the other requirements of Chapter 38, preserves the natural terrain, natural drainage, existing topsoil, trees, and other existing vegetation.
- 4) For relief, a relief narrative must be provided stating which Section(s) of the Bozeman Municipal Code are proposed for relief, the scope and extent (described by percentage) of the proposed relief, and a response for the purpose and need for the accommodation. A summary and response must be provided for each proposed incidence of relief requested.

- 5) For departures, a departure narrative must be provided stating which Section(s) of the Bozeman Municipal Code are proposed for departure, the scope and extent of the proposed departure(s) and a response to the required departure criteria. A summary and response to the criteria must be provided for each departure.
- 6) Project applicants must successfully demonstrate to the review authority how the proposed departure meets the purpose(s) of the standard and other applicable departure criteria that apply to the specific standard. Either through a separate exhibit of departure request within the narrative or through a site plan or building elevation, clearly show any proposed departure related to the request. Ensure that the separate sheet number is referenced in the departure narrative.
- 7) Transportation capacity. Street, traffic, and access information required in BMC 38.710.050.A.11 or a waiver, in writing, from the Engineering Division that the requirement is waived prior to application submittal. See BMC 38.710.070.C.9 for waiver-eligible situations.
- 8) Water rights information. If cash-in-lieu is proposed, a cash-in-lieu of water rights calculation and payment amount certified by the City's Engineering Division.
- 9) If water wells are proposed, a letter is required from the Montana Department of Natural Resources and Conservation confirming their intent to issue a permit or exemption.
- 10) Stormwater Design Report.
- 11) Digital copy(ies) of the most current Plat and existing easements (if recorded separately from the plat) on record with the Gallatin County Clerk & Recorder.
- 12) If Concurrent Construction is requested. Concurrent Construction must be requested at the time of Site Plan application per BMC 38.780.030.C, or D. See Other Required Forms for Concurrent Checklists.
- 13) If the property is located within the Neighborhood Conservation Overlay District (NCOD), include Commercial Certificate of Appropriateness (CCOA) or Demolition (DEM) applications and required materials.

Application Drawings

The intent of plan sheets is to depict all the required site information in a clear manner without overly congested plans. The plans listed below are categorized based on the type of information that must be displayed. Depending on the scale and complexity of the project, we recommend that plans be divided by the categories listed below on **individual plan sheets if a plan becomes congested when trying to accommodate all of the required information**. When in doubt, separate the information onto separate sheets.

General Plan Requirements for Each Plan Sheet

- 1) Use a conventional scale such as 1:20 or 1/4:1 (suggested scale of 1 inch to 20 feet, but not less than one inch to 100 feet)
- 2) Annotate common dimensions for: easements, setbacks, build-to frontage area, 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.
- 3) Plans/drawings must not contain disclaimers such as "Not to Scale", "Preliminary" or, "Not for Construction".
- 4) Boundary line of property with dimensions annotated on plans/drawings. Ensure lot line is shown in a heavy, solid line.

- 5) Title Box Requirements: drawing name, sheet name, date. If new sheets are updated or revised, a new date must be applied to the sheet.
- 6) Legend.
- 7) Compass rose or an arrow indicating which direction is north.
- 8) Building location.
- 9) Ingress and egress points.
- 10) Approximate centerlines of existing watercourses, required watercourse setbacks, and the location of any 100-year floodplain.
- 11) The approximate location of significant drainage features.
- 12) The location and size of existing and proposed streets and alleys, utility easements, utility lines, driveways and sidewalks on the lot and/or adjacent to the lot.
- 13) Location and extent of street vision triangles extended to the center of the right-of-way including adjacent street intersections and all alley and driveway access points.
- 14) Location and extent of snow storage areas.
- 15) Fire lanes and signage.
- 16) Location of trash enclosures.
- 17) Phasing lines as applicable.

Cover Sheet Requirements

- 1) Name of project/development.
- 2) Name and mailing address of developer and owner.
- 3) Name and mailing address of applicant team (i.e. engineer, architect, planner, landscape architect, etc.).
- 4) Location of project/development by street address and legal description.
- 5) Location/vicinity map, including the area within one-half mile of the site and zoning labeled.
- 6) Legal Description with metes and bounds format; include the lot, block and subdivision name.
- 7) Table of contents. If revisions are required, the title sheet and table of contents must be updated to reflect all revised sheets with new dates.
- 8) Zoning district, community plan designation.
- 9) Parcel and site coverage information:
 - 10) Parcel size(s) in gross acres and square feet.
 - 11) Estimated total floor area with a breakdown by land use.
 - 12) If a residential project, include the total number, type, and density per type of dwelling along with density per net acre, total net and gross residential density, and density per residential parcel.
 - 13) Location, percentage of parcel and total site, and square footage for the following:
 - 14) Existing and proposed buildings and structures.
 - 15) Driveway, circulation, and parking areas.
 - 16) Areas to remain undisturbed.
 - 17) Semipublic land areas such as recreational and open space areas.
 - 18) Parks (if applicable)
 - 19) Landscaped areas, with and without irrigation.
 - 20) Public street right-of-way.
 - 21) Parking table, how much is required and how much is provided, including required bicycle parking
 - 22) Open space calculations (if applicable)
 - 23) Parkland calculation table (if applicable). See parkland requirements below.

- 24) Location of City limit boundaries, and boundaries of Gallatin County's Bozeman Area Zoning Jurisdiction, within or near the development.
- 25) ADA certification block that states acknowledgement of State and Local Accessibility requirements. Can be placed under General Notes on the cover sheet.

General Civil Plan

The general civil plan and utility plan can be combined if the plans are not overly congested. The grading and drainage plan must be its own separate plan sheet.

- 1) Overall plan with no contours. Sheet must be stamped and signed by a licensed Montana Professional Engineer.
- 2) Surface retention/detention pond perimeters labeled.
- 3) Street and site lighting.
- 4) Adjacent streets to a distance of 150 feet, except for sites adjacent to major arterial streets, where the distances shall be 200 feet. Include the full width of the street with curb, gutter, sidewalk, drive approaches, intersections, and street lighting on both sides of the street.
- 5) Traffic flow on and off site.
- 6) Construction route map showing construction entrance location and how materials and heavy equipment will travel to and from the site.
- 7) Construction management plan, including exterior construction period material staging, spoils location, and construction trash enclosure location(s). A trash container type must be provided and detailed (40 yard roll off, fenced enclosure, etc.). If spoils storage is proposed, a timeline for removal must be provided. If phasing is proposed, a construction management plan per phase.

Utility Plan

- 1) Utility and utility right-of-way and easements, existing and proposed, with plat book and document numbers. Include:
 - a) Electric
 - b) Natural gas
 - c) Telephone, cable, optic fiber, and similar utilities
 - d) Water mains and services, including fire services
 - e) Sanitary sewer
 - f) Storm sewer
- 2) Existing utilities and connections to be abandoned and/or removed (water and sewer).
- 3) Fire hydrant locations.
- 4) Size, location, and material type of existing and proposed sewer, water, and storm drainpipe.
- 5) Proposed water meter location and size.
- 6) Above-ground utilities, including poles, cabinets, boxes, manholes, pull-boxes, etc.
- 7) Show and label required grease and/or sand/oil interceptors.
- 8) Show and label the location(s) of proposed gas and electric meters per standards and the required screening per BMC 38.510.060.
- 9) Dimensional mechanical rooms to verify water service lay lengths meet minimum requirements.

Grading and Drainage Plan

- 1) Topographic contours at a minimum interval of 1 foot, or as determined by the Director. Include sufficient spot elevations and slope arrows.
- 2) On-site retention/detention location, including size, volume, and relevant elevations
- 3) Invert elevations for all stormwater conveyance infrastructure, including pipes, control structure, overflows, curb chase, etc.
- 4) Snow storage areas. All parking facilities containing five or more parking spaces shall provide the following:
 - a) Locations for snow storage, which may include on-site landscaped areas, and other open space for at least 15 % of the total area of the site used for parking, access drives, walkways, and other paved surfaces;
 - b) Snow storage is prohibited:
 - i) Within the public right-of-way
 - ii) Where it would obstruct the line of sight or vision triangle;
 - iii) In a location where it blocks fire hydrants, emergency vehicle access, or access to other properties;
 - iv) Where it will cause unmanageable freeze/thaw and icing of sidewalks, pathways, and other paved surfaces;
 - v) Within any access easement;
 - vi) Where placed in a manner which violates the Clean Water Act (CWA) and/or the Montana Pollutant Discharge Elimination System (MPDES), and/or any other federal, state or local law or statute.
- 5) Water quality improvement facilities
- 6) Surface stormwater facilities must demonstrate compliance with BMC 38.540.050.K, including cross sections for each facility
- 7) Significant rock outcroppings, slopes of greater than 15 percent, or other significant topographic features
- 8) Designate drainage and waterway-related items, including all drainage ways, streets, arroyos, dry gullies, diversion ditches, spillways, reservoirs, etc., which may be incorporated into the storm drainage system. Include the name of the drainage way (where appropriate), the downstream conditions, and any downstream restrictions
- 9) Watercourses, and surface water, including:
- 10) Watercourses and irrigation ditches (note classification/type of each feature on plans). Show and label zone 1 and zone 2 watercourse setbacks
- 11) Water bodies and wetlands;
- 12) If wetlands information was provided with a prior subdivision, provide delineation of on-site wetlands per the subdivision work on the site plan. The developer must provide recertification from a wetlands professional per BMC 38.610 that the site wetlands mapped with the subdivision are still accurate, or provide new delineation. Use the checklist [WR](#)

- 13) If no wetlands delineation was done with a prior subdivision, the developer must complete such delineation of on-site wetlands consistent with the process in BMC 38.610. Use the checklist [WR](#)
- 14) If no wetlands are on site or adjacent to the site, a letter from a qualified wetland professional must be submitted certifying the same.
- 15) If wetlands are present, show and label the wetland buffer per BMC 38.610
- 16) Floodplains as designated on the effective federal insurance rate map and delineated per requirements of BMC 38.600 or that may otherwise be identified as lying within a 100-year floodplain through additional floodplain delineation, engineering analysis, topographic survey or other objective and factual basis
- 17) A floodplain hazard evaluation report in compliance with BMC 38.600 if not previously provided with subdivision review

Site Plan

- 1) The location, identification, and dimensions of existing and proposed data, on-site and to a distance of 100 feet (200 feet for Planned Development Zones) outside the site boundary, exclusive of public rights-of-way.
- 2) Lot standards required by the zoning district in Article 2. Setbacks, build-to frontage area required by BMC 38.260.080, building and structure footprint(s), and any proposed encroachments. Any setback or property line encroachments must be clearly shown and annotated with encroachment type (i.e., awning, weather protection, cantilever, lighting, eave, etc.).
- 3) Any areas proposed for deviation, departure, or relief; detailing locations, sizing, and percentages requested.
- 4) Sidewalks, walkways, driveways, crosswalks, loading areas and docks, trash and recycling storage and pickup locations, bikeways, including typical details and interrelationships with vehicular circulation system, indicating proposed treatment of points of conflict.
- 5) Parking facilities:
 - a) Circulation aisles and dimensions
 - b) Parking spaces and dimensions (ADA, compact, motorcycle, etc.)
 - c) Compact parking space signage (if applicable)
 - d) Number of parking spaces, existing and proposed, and total square footage of each
 - e) If electronic vehicle chargers are included or expected for future use, identify location, path of electrical service, and layout for chargers and transformers;
- 6) On-street parking spaces and dimensions
- 7) Bicycle parking, existing and proposed, and its location, capacity per rack, design, and spacing
- 8) If applicable, identify historic, cultural, and archaeological resources. Describe and map any designated historic structures or districts, and archaeological or cultural sites.
- 9) Identify any major public facilities, including schools, parks, shared-use pathways, trails, etc., located adjacent to the site.
- 10) Location of open space with dimensions. Ensure to show open space amenities as referenced in BMC 38.260.040.B.
- 11) Location of cluster mailboxes (in coordination with the United States Postal Service).

Building Design and Signage

- 1) Front, rear, and side elevations of all buildings, structures, fences, and walls with height dimensions, transition setbacks (if applicable), and roof pitches. Show open stairways, exterior lighting, weather protection, awnings, parapet walls, mechanical equipment, and other projections from exterior building walls. Building elevations must include proposed exterior building materials, windows, and doors, including a color and material palette for all proposed features keyed to the building elevations.
- 2) Building heights and elevations of all exterior walls of the building or structure.
- 3) Building width, floor height, activation, and entrance requirements of Article 2 by zoning district.
- 4) Provide a written narrative response outlining the elements in the design provided to satisfy the requirements of BMC 38.520.040, Building Massing and articulation.
- 5) Provide a written narrative response outlining how any applicable transition requirements have been incorporated into the design to meet BMC 38.260.070. If transitions are provided, label and annotate the provided setbacks on the building elevations.
- 6) Provide window percentage calculations for any elevation that faces a street. Provide a depiction of window transparency area analyzed. Provide the area of window transparency and percentage in relation to the facade area per BMC 38.260.140.
- 7) Provide elevation location, cross sections, and details of all ground-mounted and rooftop mechanical screening. Include electrical meter banks and gas meters for utilities on building elevations.
- 8) Floor plans that include all floors and the roof plan. Annotate/designate uses for all rooms and areas. A seating/serving area layout is required for all restaurants.
- 9) Color and Material Palette
 - a) Color and material palettes are required for all new buildings and structures. A color and material palette must include all the proposed exterior building materials for all structures and site details.
 - b) The exterior building materials must include all siding, trim, roofing, windows, stairways, doors, balconies, railings, storefront, glass/glazing, walls, mechanical screening, trash enclosures, accessory equipment enclosures (generator, etc.), awnings, and other architectural elements.
 - c) Each material must be keyed to the building elevations.
 - d) Color perspectives that depict the building accurately and with the proposed building materials are encouraged to be submitted with each application. The color perspective does not satisfy the color and materials palette requirement.
 - e) There may be instances where a physical material sample must be provided for larger, more complex projects. This will be assessed at formal acceptance of the application.
- 10) Exterior signs, if applicable. Include building frontage dimension(s) and maximum sign area calculation, provide sign dimensions and square footage of each. Note — The review of signs in conjunction with this application is only a review for sign area compliance with 38.550 (Signs). A sign permit must be obtained from the Building Division prior to the erection of any and all signs; additional design guidelines apply for signs within zoning overlay districts.

Landscape and Irrigation Plan

- 1) Complete the requirements found in the [Landscape and Irrigation Performance and Design Standards Manual](#) per BMC 38.220.070.A.5.
- 2) Plan preparer must be: a state registered landscape architect; an individual with a degree in landscape design and two years of professional design experience in the state; or an individual with a degree in a related field (horticulture, botany, plant science, etc.) and at least five years of professional landscape design experience, of which two years have been in the state.
- 3) Existing and proposed grade that complies with the maximum allowable slope and grade.
- 4) Complete illustration of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be provided internal to parking areas and the number and location of required off-street parking and loading spaces.
- 5) Street frontage landscaping, including boulevard details and tree grate details as applicable based upon BMC 38.260.050.
- 6) Locations and dimensions of proposed landscape buffer strips, including watercourse buffer zones demonstrating compliance with watercourse setback planting plan requirements per BMC 38.620.D.2.d unless previously provided during subdivision review.
- 7) Location, height, and material of proposed landscape screening and fencing (with berms to be delineated by one-foot contours).
- 8) Unique natural features, significant wildlife areas, and vegetative cover, including existing trees and shrubs having a diameter at breast height (DBH) greater than two and one-half inches caliper by species. All vegetation meeting these standards must be annotated as to be retained or removed.
- 9) An indication of how existing healthy trees (if any) are to be retained and protected from damage during construction. A public tree protection and/or removal plan must be approved by the Forestry Division Manager. A Public Tree Reimbursement Form may be required. Please contact the City Forestry Division for the form and more information.
- 10) Size, height, location, and material of proposed seating, lighting, planters, sculptures, and water features.
- 11) Locations for snow storage, which may include on-site landscaped areas, and other open space for at least 15 % of the total area of the site used for parking, access drives, walkways, and other paved surfaces

Lighting Plan and Details

- 1) Lighting plan and electrical site plan, complete with all structures, parking spaces, building entrances, traffic areas (both vehicular and pedestrian), vegetation that might interfere with lighting, and adjacent uses, containing a layout of all proposed fixtures by location and type.
- 2) A photometric lighting plan that contains a layout of all proposed fixtures by location and type, and extends the photometric information to the property boundaries and rights of way. For fueling canopies, a second photometric plan is required to specifically analyze the light output underneath the drip line of the fuel canopy.

- 3) Details for all proposed exterior fixtures that are keyed to the fixtures noted in the lighting electrical plan and the photometric lighting plan. The detail must demonstrate compliance with full cut-off requirements in BMC 38.560 and be located on the lighting plan sheets.
- 4) If building lighting is proposed, elevations or similar information must show the illumination on any vertical surface or angular roof surface. Ensure that the average footcandles is also depicted.
- 5) If accent lighting is proposed, provide a depiction of the location, direction, and intensity of any accent lighting, along with where and to what extent the surface will be illuminated.

Detail Sheet Requirements

The detail sheet requirements can be a separate unified sheet or part of the sheets listed above that it relates to, as long as it does not overly congest the sheet. The requirements below are only if it is applicable to the project.

- 1) Civil Details:
 - a) Utility trench
 - b) Corporation stop
 - c) Detention/retention infrastructure including drainage swale cross section, pond(s) cross section with structure(s), dry well cross section, and underground storage plan and sections.
 - d) Manholes.
- 2) Bicycle rack type and detail
- 3) Provision for handicapped accessibility, including but not limited to, wheelchair ramps, parking spaces, handrails and curb cuts, including signage and construction details and the applicant's certification of ADA compliance.
- 4) Fences, walls, railings and handrails, including typical details.
- 5) Permanent trash enclosure and refuse or compost collection areas, including typical details and elevations.
- 6) Curb, asphalt section, sidewalk and drive approach construction details.
- 7) Trail section.

Parkland Requirements

- 1) Proposed method to provide land to meet the requirements of BMC 38.420.020, or identify exemption from park area requirements of BMC 38.420.020.
- 2) If parkland is proposed, a park plan shall be submitted consistent with BMC 38.710.050.A.14.
 - a) Park plan must include all property boundary dimensions and frontage calculations per BMC 38.420.060.
 - b) If there is any "unacceptable" land being proposed for inclusion within the larger park area per BMC 38.420.020.E, it must be displayed on the park plan drawings and justification provided in the Park Plan narrative.
 - c) Any request for parkland waiver per BMC 38.420.090 must be provided in the Park Plan narrative.

- 3) Provide net density for the project based on the definition in BMC 38.800.150 BMC and show calculations, including the value of all areas reduced. For Master Site Plans, provide an estimate of net density. Provide calculations within the Park Plan narrative and final results on the Park Plan cover sheet.
- 4) A parkland dedication tracking table per BMC 38.420.090 must be included on the site plan cover sheet. If you have questions on how to fill out this table, contact the Parks Division
- 5) Provide the source and amount of parkland credit to be used if previously provided. If credit is from a subdivision, confirm the amount provided and the detailed phase information.
- 6) If the park proposal includes improvements-in-lieu of parkland, provide a table with cost estimates and indicate in which phase of the development the improvements in-lieu will be installed, if applicable.

Other Required Forms

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

- [CCOA](#) (if project is within NCOD)
- [DEM](#) (if demolition within the NCOD),
- [WR](#) (if wetlands are on site),
- [CCOFF](#) (Concurrent Construction with off-site improvements),
- [CCON](#) (Concurrent Construction, existing infrastructure on-site improvements),
- [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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