

Subdivision Preliminary Plat Requirements

After the requirement for a subdivision pre-application review has been satisfied, you may submit a subdivision application within one year of the date of the city’s written comments from the pre-application. These requirements are mandatory per BMC 38.710.040. The preliminary plat must be legibly drawn as specified in this application. Where accurate information is required, surveying and engineering data must be prepared under the supervision of a registered engineer or land surveyor, licensed in the state, as their respective licensing laws allow.

Digital Submittals & 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 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 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.

Subdivision Statistics

Total number of proposed lots: _____

Number of Lots by proposed Use:

<input type="text"/>	Residential, single household	<input type="text"/>	Industrial
<input type="text"/>	Residential, multi-household	<input type="text"/>	Common Open Space
<input type="text"/>	Town/Row House	<input type="text"/>	Institutional Lots
<input type="text"/>	Commercial	<input type="text"/>	City Park
<input type="text"/>	Restricted Development	<input type="text"/>	Other (i.e., recreational vehicle space)

Application Requirements

- 1) All information is required with the pre-application plan, as outlined in BMC 38.710.030.
- 2) 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 properly 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.
- 3) Subdivision information. Name and location of the subdivision, scale (use a conventional scale such as 1:20 or 1:30), scale bar, north arrow, date of preparation, lots and blocks (labeled and designated by number), the dimensions and area of each lot, and the use of each lot, if other than for a single-unit (two-four unit, multi-unit, commercial, industrial, open space [pedestrian, stormwater], City Park, etc.
- 4) Subdivision map. Map of entire subdivision.
- 5) Streets, roads, and grades. All streets, roads, alleys, avenues, highways, and easements; width of right of way, grades and curvature; Existing and proposed road and street names; proposed location of intersections requiring access to arterial or collector streets.
- 6) Adjoining subdivisions. The names of adjoining platted subdivisions and numbers of adjoining certificates of survey.
- 7) Adjoining owners. Names and addresses of record owners of lots and tracts immediately adjoining the proposed subdivision.
- 8) Perimeter survey. Survey of exterior boundaries of platted tract with bearings, distances, and curve data indicated outside boundary lines. For irregular shoreline or body of water, bearings and distances of closing meander traverse must be given.
- 9) Section corner. Approximate location of all section corners or legal subdivision corners of sections pertinent to boundary.
- 10) Phased improvements. If the required improvements are to be completed in phases, the approximate area, lots, public facilities, and timeline for each phase must be provided. If a phase depends on improvements not included within the geographic area of a phase, or if the timing of construction of improvements is separate from the timing of construction of that phase, those improvements and associated phases must be identified.
- 11) Timing of Installation and improvements. All improvements must be installed prior to the issuance of a building permit for any lot within a subdivision, except when concurrent construction is an identified purpose of the initial project review and approved per BMC Section 38.780.030.A and B. BMC 38.780.030.B.1.b requires the subdivider to specify the timing at the time of preliminary plat submittal.

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<input type="checkbox"/>

- Improvements to be installed prior to final plat approval
- Improvements will be guaranteed with a financial security
- Concurrent Construction

- 12) If Concurrent Construction is requested. Concurrent Construction must be requested at time of the Subdivision Preliminary Plat application per BMC 38.780.030.D. For Subdivisions and development requiring off-site public infrastructure improvements, use the CCOFF Checklist.
- 13) Contours. Ground contours must be provided for the tract according to BMC Table 38.710.040-1.
- 14) Waivers. List of waivers granted from the requirements of section_BMC 38.710.050 during the pre-application process.
- 15) MDEQ Exclusions Request. If the developer proposes a municipal facilities exclusion from the department of environmental quality (MDEQ) per MCA 76-4-1, the preliminary plat application must include a written request to the city from the developer's professional engineer, licensed in the state, that indicates the purpose to request the municipal facilities exclusion, and details the extent of water, sewer and Stormwater Drainage Plan report that will be completed prior to final plat approval. A preliminary detailed stormwater drainage plan must also be submitted with the written request.
- 16) Sanitation information. For subdivisions not qualifying for the exclusion established in section 38.750/110, the subdivider must follow the process and provide information regarding sanitation set forth in [MCA 76-4-1](#).
- 17) Landscape. Landscape preliminary plat requirements found in the [Landscape and Irrigation Performance and Design Standards Manual](#) must be provided as established in BMC 38.710.090.
- 18) Irrigation. Irrigation preliminary plat requirements found in the [Landscape and Irrigation Performance and Design Standards Manual](#), information must be provided as established in BMC 38.710.090.
- 19) Landscape and Irrigation. Proof of compliance with water conservation standards outlined in the most recent version of the City of Bozeman Landscape and Irrigation Performance and Design Standards Manual and BMC sections 38.540.050.F, 38.540.050.H.2, and 38.540.060.
- 20) Supplementary Documents. The supplementary documents as described in BMC 38.720 must be submitted in draft form with the preliminary plat.

Documentation of Compliance

The following information required by BMC 38.710.050 must be provided with all subdivision preliminary plat applications in order to document compliance with adopted development standards unless waived during the pre-application process per BMC 38.750.050. All documentation of any waivers granted must be included.

Refer to section BMC 38.710.050.A 1-19 for a detailed list of required compliance documentation.

- 1) Surface water;
- 2) Floodplains;
- 3) Groundwater;
- 4) Geology, soils, slopes;
- 5) Vegetation;
- 6) Wildlife;
- 7) Agriculture;
- 8) Agricultural water user facilities;

- 9) Water and sewer;
- 10) Stormwater management;
- 11) Transportation facilities;
- 12) Non-municipal utilities;
- 13) Land use;
- 14) Parks and recreation facilities;
- 15) Neighborhood center plan;
- 16) Lighting plan;
- 17) Miscellaneous;
- 18) Affordable housing;
- 19) Submittal requirements for water rights

Other Required Forms

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

- [NP](#)
- [VAR](#) (if concurrent variance)
- [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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