

## Concept Review Application

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Conceptual review is an opportunity for an applicant to discuss requirements, standards, and procedures that apply to the development proposal. Major problems can be identified and solved during concept review before a formal application is fully developed and submitted. Concept review applications are reviewed by the Development Review Committee, and comments are provided in writing to the applicant following the review. The primary focus on concept review is to identify site-specific challenges and/or constraints and critical path elements which will affect the review process or submittal requirements. Concept review is required for developments subject to BMC 38.740.040.

## Digital Submittal & Naming Protocol

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**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.
  - 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.
- 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.

## Upload Requirements

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- 1) Project Narrative providing a description of the overall project, including design intent, project goals, project time frame, proposed uses, site improvements, buildings, anticipated parking demand, and source of off-street parking.
- 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 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.
- 3) List of questions regarding specific project input sought from the City Departments

- 4) Data regarding the existing zoning, site, and building conditions, adjacent uses, available utilities, and other related general information about adjacent land uses.
- 5) If existing structures are 50+ years old, provide color photos of all sides of the building.
- 6) Proposed method to provide park land to meet the requirements of BMC 38.420.020, or identify exemption from park area requirements of BMC 38.420.020.

## Site Plan Requirements

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The following categories are the requirements for individual plan sheets. Depending on the scale and detail of the project, a single site plan displaying proposed conditions and civil requirements is allowed. If plan sheets are overly congested with line types and detail, produce individual sheets that separate the information.

- 1) 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.
- 2) Include a separate existing conditions site plan displaying property boundary and dimensions, setbacks, existing utilities and easements, access points, vehicular and pedestrian circulation, buildings, natural features (watercourses, wetlands, trees over two and one-half inches caliper diameter at breast height (DBH), and topography.
- 3) Proposed site plan displaying all proposed development, including:
  - 4) Utilities labeled for type and sizing
  - 5) Setbacks (primary street, side street [if applicable], side, rear, alley, maximum setbacks, Wetland, Watercourse) All setbacks must be annotated with type. Show the building footprints and any proposed encroachments. Any setback or property line encroachments must be clearly shown and be noted with encroachment type (e.g., awning, weather protection, cantilever, lighting, eave, etc.) Show build- to frontage area and compliance if required.
  - 6) Flood hazard areas
  - 7) Pedestrian and vehicular circulation
    - a) Street vision triangles
    - b) Open space (if applicable)
  - 8) Anticipated parking calculations and parking location
  - 9) Building footprint
  - 10) Natural features.
  - 11) Watercourses with classification as identified by the Gallatin Conservation District
  - 12) Agricultural irrigation facilities with identified ditch owners or operators
  - 13) Wetlands and wetland boundaries as identified by a wetland delineation (required to be labeled jurisdictional or non-jurisdictional), all proposed areas for fill
  - 14) Trees or shrubs over two and one-half inches caliper diameter at breast height (DBH) are annotated as to be retained or removed.
  - 15) Location and descriptions of any proposed deviations, departures, or relief.

- 16) Civil plan including:
- 17) Proposed utilities: electric, natural gas, communications, fiber, cable, water, sewer
- 18) Easements (in correct dimensions and width and proposed type)
  - a) Identify a stormwater strategy (surface vs. subgrade), and general location. Calculations not required.
  - b) Topographic contours
- 19) Proposed structure(s)
- 20) Conceptual building elevations with overall height, roof pitch, and window transparency locations for zoning.
- 21) Transitions required by BMC 38.260.070 annotated and depicted (If applicable)
  - a) Floor plans with areas of each space identified with use (if known)
- 22) Building materials
- 23) Trash enclosures or accessory structures
- 24) Landscape plan including:
  - a) If known, the landscape design approval pathway selected for compliance (prescriptive vs. performance);
  - b) The general location of street trees, screening, landscape separation, and parking lot landscaping, as applicable to the project.
  - c) The general location and square footage of the proposed landscape types, such as:
    - i) Turf.
    - ii) Seed Mix; and
    - iii) All other plants except for trees.
- 25) List the proposed landscape water supply source, location, and ownership (e.g., private or public) with a brief description of how this water will be used.
- 26) If phasing is proposed, a separate phasing plan with phases clearly identified.
- 27) Identify if the applicant intends on concurrent construction and for what infrastructure.
- 28) The information related to water adequacy required by 38.710.030.A.14, unless the information was previously provided through a subdivision review process and the proposed development does not generate more demand than addressed during the subdivision review.
- 29) At the discretion of the Director of Utilities, updated information will be required if previous approvals or determination of no impact are more than 5 years old.

## Other Required Forms

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- [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)

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

## Contact Us

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