

Land Use Plan Amendment

A Land Use Plan Amendment (GPA) requests a change to the uses, policies, and issues addressed in the land use plan surrounding a geographic location or topic. The amendment may be proposed by the City Commission, a property owner, or interested members of the public and may involve changes to either the text of the plan or the future land use map. The applicant is responsible for showing compliance with the process and criteria.

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.

Land Use Plan Checklist

- 1) Complete and signed property adjoiners certificate form N1 and materials. May not be applicable if only amending the text.
- 2) Project narrative, including a detailed response to the following:
 - a) Impacts and proposed mitigation on project populations per 76-25-203;
 - b) Impacts and proposed mitigation on existing and projected housing needs and types per 76-25-206;
 - c) Impacts and proposed mitigation on local services and facilities per 76-25-207;
 - d) Impacts and proposed mitigation on economic development per 76-25-208;
 - e) Impacts and proposed mitigation on natural resources, environment, and hazards per 76-25-209
 - f) Impacts and proposed mitigation on land use and the future land use map per 76-25-213;
 - g) Impacts and proposed mitigation on land use plan implementation per 76-25-216.

- 3) If text amendment, provide language to be removed from the growth policy in strikeout format on the original pages. If new text is proposed, provide the new text and the location to be inserted into the land use plan.
- 4) If a map amendment, provide an exhibit of the property to be modified. Provide the existing land use designation and the proposed land use designation. The exhibit should include the legal limits of the property and size in square feet and acreage.
- 5) When the application initiated by an owner of property, bearing the property owner's signature, is filed with the department, it must contain or be accompanied by:
 - a) All the data and information pertinent to the understanding and judgment of the proposal, as may be prescribed by the commission for that purpose so as to ensure the fullest practicable presentation of facts for the permanent record; and
 - b) A notarized statement by at least one of the owners of property within the area subject to the proposed changes attesting to the truth and correctness of all facts and information presented with the application.

Amendment Type

<input type="checkbox"/>
<input type="checkbox"/>

Text Amendment

Map Amendment

Noticing

When applying for a Land Use Plan Amendment, a public notice period is required.

- 1) Completed and signed property adjoiners certificate form
 - a) NP. May not be applicable if only amending the text.

Other Required Forms

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

- [NP](#) Notice Posting Checklist

Application Fee(s)

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

Contact Us

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