

Comprehensive Sign Plan

A comprehensive sign plan must be submitted for all NEW commercial, office, industrial, and civic uses consisting of two or more tenant or occupant spaces on a lot, or two or more lots subject to a common development permit or plan. The purpose of the plan is to coordinate graphics and sign area with building design and between tenants. All signage must be within the permitted square footage as described in BMC38.550.060. A comprehensive sign plan will not be approved unless it is consistent with BMC 38.550, the underlying zoning regulations applicable to the property and any discretionary development permit or plan for the property.

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 ([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.

Comprehensive Sign Plan Checklist

- 1) Create and submit a Planning application using the [ProjectDox portal](#);
- 2) A sign design guideline narrative explaining how the signs on the building(s) or development coordinate with each other and with the building(s) design. The coordination may be achieved by the following:
 - 3) Common type of sign supports and mounting.
 - 4) Using a common type of design components such as font, color elements, materials, or style.
 - 5) Using a common form of illumination or compatible forms of illumination.
 - 6) Placing the signs in a balanced or appropriate location to reflect the building design.

- 7) Other design solutions consistent with the intent and purpose of the sign requirements in BMC 38.550.010.B.
- 8) For projects within the Neighborhood Conservation Overlay District, provide additional requirements in the narrative to ensure that all signage proposed on the site will comply with the applicable design guidelines related to signage for each overlay district
- 9) If wall signs are proposed on individual buildings, scaled elevations of the building(s) with all existing and proposed sign locations on the building identified by sign type and maximum size for each location.
- 10) If free-standing signs are proposed on the site, a scaled site plan with all utilities, easements, property lines, setbacks, yard requirements, and sight vision triangles clearly identified. Provide proposed freestanding signage locations and identify signage type, size, location, and source of power if illuminated.
- 11) The overall signage calculation for the allowable signage for the building (s) or development consistent with the requirements of BMC 38.550.060. Provide building frontage dimensions for each building as measured by the maximum dimension of the building front measured on a straight line parallel to the street, but excluding facades facing alleys or driveways.
- 12) The name and address of the sign approval authority (landlord, developer, property owner, design committee, or no approval necessary)
- 13) A method for property owner distribution of the allowable signage to each tenant space.
- 14) The total number of tenant spaces and the current square footage of each tenant space. Provide an exhibit that identifies the location of each tenant space in the building with a coordinating street address for each space.
- 15) For multi-tenant buildings over 100,000 square feet, provide the total gross square footage of the building.
- 16) Any additional design guidelines proposed by the property owner that will apply to the signage allowed on the site.
- 17) Any additional rules on temporary signage that are proposed.

Application Fee(s)

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

Contact Us

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