

Special Use Permit Procedure

A Special Use Permit (SUP) allows a use that may only be allowed if additional criteria for the proposed use. A SUP is required for all uses listed as “special” in the allowed use table in BMC 38.300. This checklist outlines the application requirements and materials required to apply for a SUP. A SUP is an administrative review process and is often reviewed in conjunction with another development process such as a site plan.

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.

Special Use Permit Checklist

- 1) Noticing checklist NMP and materials
- 2) A project narrative providing a thorough description of what uses are being proposed and how they will function on the site. Include a detailed response to the following:
- 3) How the site for the proposed use is adequate in size and topography to accommodate such use, and all setbacks, spaces, walls and fences, parking, loading and landscaping are adequate to properly relate such use with the land and uses in the vicinity;
- 4) How the proposed use will have no material adverse effect upon the abutting property;
- 5) That any additional conditions stated in the approval are deemed necessary to protect the public health, safety, and welfare. See BMC 38.740.100.C, for more details.
- 6) Location/vicinity map including area within one-half mile of site.

- 7) Site plan with north arrow, property boundaries and dimensions, location of buildings, setbacks, parking, driveways, off-street loading, landscaping, location of utilities, access, pedestrian facilities, and proposed use location.
- 8) Floor plans showing floor layout, including square footage and proposed use for each room and area within the building.
- 9) For alcohol production, sales, service, and gaming uses, the floor plan shall show the complete layout of the restaurant with production/manufacturing/kitchen uses, gaming area, and restaurant serving areas (seating) by location and square footage.
- 10) Parking calculations for all uses, including detailed calculations of deductions if proposed.

Other Required Forms

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

- [NMP](#)
- [SP](#) (if in conjunction with a site plan application)
- [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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