

General Information

This checklist outlines the materials required for the review of building demolition in the Neighborhood Conservation Overlay District (NCOD). This checklist is required as part of a related Certificate of Appropriateness application, either form NCOA or CCOA. In the NCOD, a complete application submittal for the subsequent development after the demolition or movement has occurred must accompany any request for demolition. The subsequent development would require either form NCOA if residential or CCOA if commercial. The subsequent development must be approved before a demolition or moving permit may be issued. For more information, please visit the [historic preservation webpage](#).

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.
 - 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.

Demolition Checklist

Certain information shall be provided for review prior to a decision on a certificate of appropriateness that includes the proposed demolition of a principal/ primary building. The extent of documentation to be submitted on any project shall be dictated by the scope of the demolition and the reasonably necessary information for the City to make its determination on the application.

- 1) Project narrative providing a thorough description of what is being proposed, including a list of all alterations proposed to buildings, structures, and site layouts on the property.

- 2) Historical information, such as pictures, plans, authenticated verbal records, and similar research documentation, which describes the property's historic significance that may be relevant to the proposed changes to the property. A current Montana Property Record Form may be used to document the existing conditions on the site and determine the property's historic significance.
- 3) One current picture of each elevation of each structure planned to be altered that will clearly express the nature and extent of the changes planned. All pictures should include elevation direction and relevant information on the proposed changes.
- 4) Site plan showing parking, driveways, fencing, landscaping, setbacks.
 - a) Property dimensions
 - b) Location of building(s) and changes proposed
 - c) Setbacks
 - d) Pedestrian and vehicular circulation
 - e) Location of utilities
- 5) One exhibit or illustration shall include all the internal and external elements of a structure to be removed or altered by a project. All elements to be removed or altered, and to what extent, shall be clearly identified and shall include those elements to be removed and reinstalled.
- 6) For any non-conforming structure, an analysis of demolition to determine whether the threshold for loss of protected non-conforming status per Section 38.280.040 BMC has been met or surpassed.
- 7) If the property is classified as historic, whether by listing on the National Register of Historic Places, identification as "eligible" or "contributing," identification as a Landmark or in a local district, definitive evidence shall be provided in support of demolishing the structure under Section 38.240.020.I.3, including:
- 8) The structure or site has no viable economic or useful life remaining, based on evidence supplied by the applicant.
- 9) If demolition of a historic structure, as defined in Article 8, is proposed, a structural analysis and cost estimates indicating the costs of repair and/or rehabilitation to bring the structure to a habitable condition as established by the applicable technical codes in Article 10.02, versus the costs of demolition and redevelopment. Analysis must include cost estimates from more than one general contractor for the work. The cost comparison is between the cost to rehabilitate the structure to a condition that meets the building code standard for occupancy and demolition, and construction of a new structure of the same type and scale to building code standards.
- 10) The structure or site is a threat to public health or safety, and that no reasonable repairs or alterations will remove such threat; any costs associated with the removal of health or safety threats must exceed the value of the structure. If a building is claimed to be unsafe per BMC 38.240.020.K, detailed narrative, data, and photographic evidence to support that claim.
- 11) For any nonconforming structure, an analysis of demolition to determine whether the threshold for loss of protected nonconforming status per 38.790.040.B has been met or surpassed.

Other Required Forms

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

- [SP](#) (for subsequent replacement of a demolished structure)
- [CCOA](#)
- [NCOA](#)

Application Fee(s)

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

Contact Us

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