

PLANS AND SPECIFICATIONS

INTRODUCTION

In order for city staff to efficiently review your project in a timely manner, the application materials and the plan sets submitted must be clear, complete and thorough. This handout provides additional details for the application requirements outlined in the project checklists. If the requirements of this handout are met with your application it will minimize the delays that can occur when an application is unclear, incomplete or not formatted correctly. These requirements are mandatory. If the application materials do not meet these standards they will require correction, which will delay your project.

GENERAL PLAN REQUIREMENTS

1. All plans and drawings must be accurately drawn, using a conventional scale such as 1:20 or 1:1/4, and with only one scale per sheet. Details may contain a separate scale if clearly labeled.
2. All text and annotations should be at a font size to enable it to be easily read – 10 point or more. Many plan sets require that 11" x 17" plan sizes be submitted. The text and annotations on plans that size must be readable when printed at that size. If plans are unreadable at the 11" x 17" size, they will not be accepted for review.
3. Plan sizes must meet minimum and maximum size requirements. No plans outside of the stated sizes will be accepted.
4. Plans/drawings must not contain disclaimers such as "Not to Scale" and "Do Not Scale." (perspectives excepted) and drawings must be drawn true to the stated scale(s).
5. Plans must not contain disclaimers such as "Preliminary" and "Not for Construction."
6. Provide all relevant measured dimensions annotated on the plans/drawings. For example label typical dimensions of parking spaces, drive accesses, drive aisles and sidewalks.
7. Consistent detailing. All existing and proposed site plan elements (e.g., sidewalks, parking spaces, fire lanes, building foot prints, etc.) must be labeled (unless a legend is provided) and dimensioned (unless a detail is provided).
8. The clearest way to present proposals is to group "existing" and "proposed" drawings side by side, using the same scale for both.
9. Each sheet and/or drawing must have a title box with the drawing name, sheet number and date clearly visible in bold. If sheets are updated or revised a new date must be applied to the sheet. For example, the civil utility plans might be labeled: C2.0 Utilities 05-01-2017. This is important as this will also be the digital file name. See naming protocol below.
10. The use of a title sheet for all general information, project team, data, calculations (parking, parkland, open spaces, and table of contents is required. The title must appear in bold letters across the top of the cover sheet. If the site plan includes a conditional use include the words "and Conditional Use."
11. If the project is part of an existing development the name of the existing development must appear in the title. For example, "Arbys at Bozeman Gateway" or "Building K at the Cannery District."
12. The vicinity map with zoning must be on the cover page.
13. A table of contents or plan schedule for all sheets in the plan set must be included on the title sheet with a date for each sheet. If revisions are required, the title sheet must be updated to reflect all revised sheets with a new date.
14. Fully annotated plans and drawings are more understandable, e.g. if a line is shown on the plan between two properties or other conditions such as easements, it must be annotated by adding descriptors to clarify the site condition.

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Required Forms:	Applies to all applications	Other Forms:	None.

15. A legend for all line types and symbols must be included on plan sets.
16. The plan sheets must not be overly congested with line types. When in doubt produce an extra sheet that separates the information. For example, produce a separate utility and easement sheet for utilities to clarify that information if the overall site plan contains too many lines and line types.
17. In general, the plan sheets are where most project information must be included. Separate cut sheets, exhibits, and summary tables on 8 1/2" by 11" will not be accepted. The only exception is for project narratives, property owners' association documents, SID documents, easements, agreements, maintenance plans, water rights information, payback district information, contracts, deeds, weed plans, and standalone technical reports such as traffic studies, wetland reports, sewer and water reports, environmental, etc.

PARKLAND TRACKING REQUIREMENTS

1. Parkland tracking on plans is required in 38.27.020BMC. This only applies to projects with residential development or residential units.
2. Documentation of compliance with the parkland dedication requirements of Section 38.27.020, UDC must be provided with the final plat, preliminary plat layout (park site plan) or individual development site plan (if previously subdivided). A parkland dedication tracking table showing the parkland requirements for the overall subdivision and the method of meeting the parkland dedication shall be included on the site plan. The table shall explicitly state how much parkland acreage, cash-in-lieu, or value of improvements-in-lieu was approved and allocated, as well as what is being proposed, for each lot of the subdivision or site development.
3. If residential development, each phase, lot or individual site plan of the development must have a copy of the parkland dedication tracking table provided below included on the site plan. Contact the Parks Department if you have questions on how to fill out the table.
4. If improvements in lieu are proposed for an existing park within the subdivision, a detailed park improvement site plan, including layout and product manufacturer cut sheets with a cost estimate for all improvements must be provided for Parks Department review. The Parks Department will provide a comparison chart indicating the value of code-required basic improvements versus proposed improvements.
5. Unless previously provided, provide the appropriate waiver of protest for future park maintenance district statement on the plat or site plan. Contact the Parks Department if you are uncertain if a waiver has been granted.
6. The parkland dedication tracking table that must be included on plans is as follows. If you have questions on how to fill out this table contact the Parks Department.

PUBLIC PARK LAND DEDICATION TRACKING TABLE	CURRENT		PREVIOUS		PHASES
	TOTAL FOR SUBDIVISION	THIS PROPOSAL	PHASE / LOT		PHASE / LOT
SUBDIVISION NAME: _____ PROJECT NAME: _____			PARK DED AC CIL &/OR IIL		PHASE/LOT* PARK DED AC CIL &/OR IIL
NUMBER OF RES. UNITS PER PHASE / LOT / SITE PLAN:					
ACREAGE PARK LAND AND / OR CIL REQUIRED: **					
VALUE OF IMPROVEMENTS IN LIEU PROPOSED: \$ _____ VS. VALUE OF CODE-REQD. BASIC PARK IMPROVEMENTS: \$ _____ (ATTACH COMPARISON CHART SPREADSHEET)					
ACREAGE PARK LAND PREVIOUSLY DEEDED TO COB:					

ACREAGE PARK LAND YET TO BE CONVEYED:					
PARK MASTER PLAN APPROVAL DATE:					
* INDICATE ADDITIONAL PHASES AS APPLICABLE					
**SHOW ACTUAL CALCULATIONS					

COLOR AND MATERIAL PALETTE

1. Color and material palettes are required for all new buildings and structures. A color and material palette must include all the proposed exterior building materials for all structures and site details.
2. The exterior building materials must include all siding, trim, roofing, windows, stairways, doors, balconies, railings windows, storefront, glass/glazing, walls, mechanical screening, trash enclosures, accessory equipment enclosures (generator, etc.), awnings and other architectural elements.
3. For smaller less complex projects that are using readily known building materials, a color and material palette may be presented in color on an 11" x 17" sheet that includes a color picture of the material and the specification. Each material must be keyed to the building elevations.
4. For larger, more complex projects the palette must be presented on a physical board with samples of the proposed building materials in their proposed color. Each sample must have a specification and be keyed to the building elevations.
5. Color perspectives that depict the building accurately and with the proposed building materials are encouraged to be submitted with each application. The color perspective does not satisfy the color and materials palette requirement.

APPLICATION SETS

1. Application sets are independent sets of information that include one copy of all information submitted with the application.
2. Application sets that include legal documents, letters, technical reports, narratives, studies and other documentation in addition to plan sheets must include a copy of each item in each application set. All documentation of this type must have a visible and clear date of preparation on the front sheet of the document or study.
3. Three total sets of all information are required with most applications. Two of the sets must include full size plans, one set may include 11" x 17" plans. Full size plan set sizes must not exceed 24" x 36."
4. Application sets must be bound and two hole punched at the top of the page. Three ring binders with three hole punch are not accepted.
5. If 11" x 17" plans are included, do not trifold them. Fold them in half, then fold the right half back on itself at a 45 degree angle in order to accommodate a two hole punch at the top. Plans must be accessible to be unfolded when bound in a two hole file.
6. Application sets should be organized and collated in the following general order 1) cover sheet/routing sheet 2) applications and checklists; 3) narratives/responses/photographs; 4) legal docs: CC&R's, easements, deeds, agreements, CIL water rights, etc.; 5) plans; 6) appendices: standalone technical reports
7. Project narratives and responses must not be overwritten or provided on the application checklists. If responding to a checklist item provide a response on a separate document.
8. Plans must be grouped by discipline: Civil, Architectural, Landscape and Electrical/Lighting.
9. All plans must be stapled together and folded to a final size of 8 ½" x 11" or 8 ½" x 14". If the plan set is large the plans must be stapled into sets by discipline and folded independently. State law requires us to keep a full size paper copy of all plans in our files. The plan sets must be folded so that they can be filed in the project archives.

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Required Forms:	Applies to all applications	Other Forms:	None.

DIGITAL COPIES AND NAMING PROTOCOL

The city requires digital copies of all planning applications in order to produce cost savings, eliminate paper waste and enhance the flow of information between the city, external agencies, neighborhoods and the applicant. The digital copy must include a copy of all documents and plan sheets submitted as part of the application. The following requirements apply to digital copies.

1. Two digital copies are required with most applications. The copies may be on CD or on a USB drive.
2. The digital copies must be separated into three categories: Documents, Plans and Appendices.
3. Naming protocol. **Each individual document or plan sheet must have a proper name and date.** The name should be easily understandable. Groups of plan sheets or document sets with multiple types of documents will not be accepted. Plan sheets must include the sheet number. For example a document might be labeled "A1 Development Review application 05-01-2017" or "City Parkland Deed 05-01-17." Plan sheets are required to be listed individually. For example a plan sheet might be labeled "A300 Floor Plan level 1 and 2 05-01-2017" or "PM Photometric Plan 05-01-17." Do not include other tab, section or other references in the digital file names.
4. No individual files will be accepted that are larger than 5 mb. Files that are larger must be broken down into smaller files.
5. Label all CD's with the project name and date. Attach a small tag to all USB drive with the project name and date.

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