

SITE PLAN CHECKLIST

SITE PLAN REQUIREMENTS

ALL INFORMATION AND ITEMS BELOW MUST BE ON SITE PLAN SHEETS AND NOT PRESENTED ON SEPARATE ATTACHMENTS EXCEPT 1, 47, 77, 78, 79, 82, 83 AND STORMWATER, SEWER, WATER AND WETLAND REPORTS, IF PROVIDED.

GENERAL INFORMATION

1. Project narrative describing the project type, proposed use scope, size (dwellings, building size(s), building height(s), number of buildings, number of total parking spaces) intent, and phasing, if applicable. The narrative must include a response to the City's conceptual review comments.
2. Name of project/development.
3. Name and mailing address of developer and owner.
4. Name and mailing address of engineer, architect, landscape architect, planner, etc.
5. Location of project/development by street address/legal description.
6. Location/vicinity map, including area within one-half mile of the site.
7. A construction route map showing how materials and heavy equipment will travel to and from the site.
8. Location, percentage of parcel(s) and total site, and square footage of the following:
 - a. Existing and proposed buildings and structures.
 - b. Driveway circulation and parking areas.
 - c. Landscaped areas.
 - d. Private open space, provide boundary/ies and dimensions of each space provided (if residential requirement) on plans or separate exhibit. Provide a summary total types of dwelling units and total open space required and provided.
 - e. City Parks.
 - f. Other public lands (school sites, public access greenway corridors, trail corridors).

SITE PLAN GENERAL

9. Boundary line of property with dimensions.
10. Date of plan preparation and changes.
11. North point indicator.
12. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet.
13. Parcel size(s) in gross acres and square feet.
14. Estimated total floor area and estimated ratio of floor area to lot size (floor area ratio, FAR), with a breakdown by land use.
15. Total number (with number of bedrooms), type and density per type of dwellings, and total new and gross residential density and density per residential parcel. The density per parcel must be presented as net residential density per Section 38.700.130 BMC.

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REQUIRED FORMS:	A1, SP, N1, PLS, DEM (if demolition), WR (if wetlands), AH (if affordable housing)	

SITE PLAN DETAILS

THE LOCATION, IDENTIFICATION AND DIMENSIONS OF THE FOLLOWING EXISTING AND PROPOSED DATA, ONSITE AND TO A DISTANCE OF 100 FEET (200 FEET FOR PUD'S) OUTSIDE THE SITE BOUNDARY, EXCLUSIVE OF PUBLIC RIGHTS-OF-WAY UNLESS OTHERWISE STATED.

16. Topographic contours at a minimum interval of 2 feet, or as determined by the Director.
17. Location of City limit boundaries, and boundaries of Gallatin County's Bozeman Area Zoning Jurisdiction, within or near the development.
18. Existing zoning within 200 feet of the site.
19. Adjacent streets and street rights-of-way to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet. The full width of the street including curb, gutter, sidewalk, drive approaches, intersections and street lighting must be shown for both sides of the street.
20. Block frontages.
21. On site streets and rights-of-way. Including curb gutter, sidewalks, and street lights.
22. Ingress and egress points.
23. Traffic flow on site.
24. Traffic flow off site.
25. All parking facilities, including circulation aisles, access drives, covered and uncovered bicycle parking and bicycle rack type and detail, compact spaces, ADA accessible spaces and motorcycle parking, on-street parking (delineated by a 24' long under interrupted space(s) directly adjacent to the project site outside of site vision triangles and hydrant locations), number of employee and non-employee parking spaces, existing and proposed, and total square footage of each.
26. Setbacks, building footprint and any proposed encroachments. Any setback or property line encroachments must be clearly shown and be noted with encroachment type e.g. awning, weather protection, cantilever, lighting, eave, etc.
27. Utilities and utility rights of way and easements existing and proposed, including:
 - a. Electric.
 - b. Natural Gas.
 - c. Telephone, cable and similar utilities.
 - d. Water.
 - e. Sewer (sanitary, treated effluent and storm).
28. Surface water, including:
 - a. Ponds, streams and irrigation ditches (include classifications be based upon a determination of the Gallatin Conservation District; note classification of each feature on plans).
 - b. Watercourses, water bodies and wetlands (include classifications based upon a determination of the Gallatin Conservation District, Army Corps of Engineers, or Wetland Delineation Report; note classification of each feature on plans).
 - c. Floodplains as designated on the Federal Insurance Rate Map or that may otherwise be identified as lying within a 100 year floodplain through additional floodplain delineation, engineering analysis, topographic survey or other objective and factual basis.
 - d. A floodplain analysis report in compliance with Article.
29. Grading and drainage plan, including provisions for on-site retention/detention and water quality improvement facilities as required by the Engineering Division, or in compliance with B.M.C. Section 14 storm drainage ordinance and best management practices manual adopted by the City. All surface stormwater facilities must demonstrate compliance with Section 38.410.080 BMC including providing cross sections for each facility.

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30. All drainageways, streets, arroyos, dry gullies, diversion ditches, spillways, reservoirs, etc. which may be incorporated into the storm drainage system for the property shall be designated:
 - a. The name of the drainageway (where appropriate).
 - b. The downstream conditions (developed available drainageways, etc.).
 - c. Any downstream restrictions.
31. Significant rock outcroppings, slopes of greater than 15 percent or other significant topographic features.
32. Sidewalks, walkways, driveways, crosswalks, loading areas and docks, bikeways, including typical details and interrelationships with vehicular circulation system, indicating proposed treatment of points of conflict.
33. Provision for handicapped accessibility, including but not limited to, wheelchair ramps, parking spaces, handrails and curb cuts, including signage and construction details and the applicant's certification of ADA compliance. A certification block must be provided on the plan sheets.
34. Fences, walls, railings and handrails, including typical details.
35. Permanent trash enclosure and refuse collection areas, including typical details and elevations.
36. Construction management plan include exterior construction period material staging, spoils location and construction trash enclosure location(s). A trash container type must be provided and detailed (40 yard roll off, fenced enclosure, etc.). If spoils storage is proposed a timeline for removal must be provided.
37. Curb, asphalt section and drive approach construction details.
38. Location and extent of snow storage areas.
39. Location and extent of street vision triangles extended to center of right of way including adjacent street intersections and all alley and driveway access points.
40. Unique natural features, significant wildlife areas and vegetative cover, including existing trees and shrubs having a diameter greater than 2.5 inches, by species.
41. Historic, cultural and archaeological resources, describe and map any designated historic structures or districts, and archaeological or cultural sites.
42. Major public facilities, including schools, parks, shared use pathways, trails, etc. within a distance of 200 feet.

PARKLAND AND AFFORDABLE HOUSING

43. If residential, provide the required parkland for the development, including calculations per Section 38.420 BMC (Park and Recreation Requirements) in a table format, see table format in the PLS document.
44. If cash in lieu is proposed, a thorough calculation including the base requirement and any net based upon maximum density, narrative addressing the findings the City must make to grant cash in lieu, and the appraisal must be provided to make the request per Section 38.420.030 BMC, unless using city valuation.
45. If parkland is proposed a park plan shall be submitted consistent with Section 38.220.060.A.16 BMC.
46. Source and amount of parkland credit to be used if previously provided. If from a subdivision confirm amount provided and detailed phase information as required in table format outlined in the PLS document.
47. Describe how the site plan will satisfy any requirements of Section 38.380, BMC (Affordable Housing) which have either been established for that lot(s) through the subdivision process or if no subdivision has previously occurred are applicable to a site plan. The description shall be of adequate detail to clearly identify those lots and dwellings designated as subject to the section's compliance requirements and to make the obligations placed on the affected lots and dwellings readily understandable. If affordable housing is not being provided place that statement on the site plan sheets with the site data in item 8.
48. If affordable housing is provided, or cash in lieu is proposed use form AH.

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LIGHTING DETAILS

- 49. Lighting plan and electrical site plan, complete with all structures, parking spaces, building entrances, traffic areas (both vehicular and pedestrian), vegetation that might interfere with lighting, and adjacent uses, containing a layout of all proposed fixtures by location and type.
- 50. A photometric lighting plan that contains a layout of all proposed fixtures by location and type and extends the photometric information to the property boundaries and rights of way. For fueling canopies a second photometric plan is required to specifically analyze the light output underneath the drip line of the fuel canopy.
- 51. Details for all proposed exterior fixtures that are keyed to the fixtures noted in the lighting electrical plan and the photometric lighting plan. The detail must demonstrate compliance with full cut-off requirements in Section 38.570 BMC and be located on the lighting plan sheets.

BUILDING DESIGN AND SIGNAGE

- 52. Front, rear and side elevations of all buildings, structures, fences and walls with height dimensions and roof pitches. Show open stairways, exterior lighting, weather protection, awnings and other projections from exterior building walls. Building elevations must include proposed exterior building materials, windows and doors including a color and material palette for all proposed features keyed to the building elevations.
- 53. Provide transparency calculations for any elevation that faces a street and is a block frontage. Provide minimum and maximum height of transparency from grade. Provide area of transparency and percentage in relation to total facade.
- 54. Provide elevations and details of all ground mounted and rooftop mechanical screening.
- 55. Floorplans that include all floors and roof plan. Annotate/designate uses for all rooms and areas. Seating/serving area layout required for all restaurants.
- 56. Exterior signs if applicable. Include building frontage dimension(s) and maximum sign area calculation, provide sign dimensions and square footage of each. Note — The review of signs in conjunction with this application is only review for sign area compliance with Section 38.560 BMC (Signs). A sign permit must be obtained from the Building Division prior to erection of any and all signs, addition design guidelines apply for signs within zoning Overlay Districts.

LANDSCAPE PLAN

A SEPARATE LANDSCAPE PLAN SHALL BE SUBMITTED AS PART OF THE SITE PLAN APPLICATION UNLESS THE REQUIRED LANDSCAPE INFORMATION CAN BE INCLUDED IN A CLEAR AND UNCLUTTERED MANNER ON A SITE PLAN WITH A SCALE WHERE ONE INCH EQUALS 20 FEET. ALL INFORMATION MUST BE ON PLAN SHEETS.

- 57. Project name, street address, and lot and block description.
- 58. Date, scale, north arrow, and the names, addresses, and telephone numbers of both the property owner and the person preparing the plan. Plan preparer shall be a state registered landscape architect; an individual with a degree in landscape design and two years of professional design experience in the state; or an individual with a degree in a related field (horticulture, botany, plant science, etc.) and at least five years of professional landscape design experience, of which two years have been in the state.
- 59. Location of existing boundary lines and dimensions of the lot.
- 60. Existing and proposed grade that complies with maximum allowable slope and grade.
- 61. Approximate centerlines of existing watercourses, required watercourse setbacks, and the location of any 100-year floodplain; the approximate location of significant drainage features; and the location and size of existing and proposed streets and alleys, utility easements, utility lines, driveways and sidewalks on the lot and/or adjacent to the lot.
- 62. Location of all pavement, curbs, sidewalks and gutters.

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63. Show location of existing and/or proposed drainage facilities which are to be used for drainage control including proposed landscaping and seeding as required by Section 38.410.080.H BMC.
64. Location and extent of snow storage areas.
65. Location and extent of street vision triangles, extended to the center of right of way.
66. Complete landscape legend providing a description of plant materials shown on the plan, including typical symbols, names (common and botanical name), locations, quantities, container or caliper sizes at installation, heights, spread and spacing and identification of drought tolerant and/or native and adapted species. The location and type of all existing trees on the lot over 6 inches in caliper must be specifically indicated.
67. Size of planting at the time of installation and at maturity.
68. Complete illustration of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be provided internal to parking areas and the number and location of required off-street parking and loading spaces.
69. Street frontage landscaping, including boulevard details and tree grate details as applicable based upon block frontage.
70. Locations and dimensions of proposed landscape buffer strips, including watercourse buffer zones demonstrating compliance with watercourse setback planting plan requirements per Section 38.410.100.A.2.F BMC unless previously provided during subdivision review.
71. Location, height and material of proposed landscape screening and fencing (with berms to be delineated by one foot contours).
72. An indication of how existing healthy trees (if any) are to be retained and protected from damage during construction.
73. Size, height, location and material of proposed seating, lighting, planters, sculptures, and water features.
74. A description of proposed watering methods including any use of high efficiency irrigation technologies and best practice, source of irrigation water and estimated amount of water consumption broken down by vegetation type (e.g. turf, shrubs, trees) and total estimated water consumption.
75. Areas to be irrigated and type of proposed irrigation and the irrigation system design plan.
76. Tabulation of performance points earned by the plan per Section 38.550.060 BMC.

STREETS AND TRAFFIC

77. Traffic study. Street, traffic, and access information required in Section 38.220.060.A.12 BMC or that the requirement is waived in writing by the Engineering Division prior to application submittal.

WATER AND WATER RIGHTS

78. Water rights information. If cash in lieu is proposed a cash in lieu of water rights calculation and payment amount certified by the Engineering Division.
79. If water wells are proposed, a letter from the Department of Natural Resources confirming their intent to issue a permit or exemption.

DEVIATIONS

80. Either through the site plan requirement above or separate exhibit clearly show any proposed deviations related to site requirements such as yards/setbacks, lot coverage, parking or other applicable standards.
81. Either through the building elevation requirement above or separate exhibit clearly show any proposed deviations related to building construction such as height, second story additions, or other applicable standards.

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- 82.** For deviations in the Neighborhood Conservation Overlay a deviation narrative shall be provided stating which Section(s) of the Bozeman Municipal Code are proposed for deviation, to what extent and include a response to the following:
- a.** How the modification is more historically appropriate for the building and site in question and the adjacent properties, as determined in Section 38.340.050 BMC than would be achieved under a literal enforcement of this chapter (Chapter 38, BMC);
 - b.** How the modifications will have minimal adverse effect on abutting properties or the permitted uses thereof; and
 - c.** How the modifications will assure the protection of the public health, safety and general welfare.
 - d.** How the requested deviation will encourage restoration and rehabilitation activity that will contribute to the overall historic character of the community.

If more than one deviation, a response to the criteria shall be provided for each deviation.

DEPARTURES

- 83.** For departures, a departure narrative must be provided stating which Section(s) of the Bozeman Municipal Code are proposed for departure, the scope and extent of the plan proposed for departure and a response to the required departure criteria. If more than one departure, a summary and response to the criteria must be provided for each departure.

CONTACT US

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