

MASTER SITE PLAN REQUIRED MATERIALS

APPLICATION SETS

2 total sets are required that include 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 sets. If more than two deviations are proposed the application shall be processed as a Planned Unit Development, use instead forms for a PUD.

- Complete and signed development review application form A1.
- Plan sets that include all required items listed on the site plan checklist form SP1.
- Plan sets that include all the required items listed in the master plan checklist below.
- If the project exceeds Design Review Board thresholds and the project is within an Overlay District, 8 additional sets that include 11 x 17 inch plans are required.

Standard application sets required plan sizes: 2 sets that include full size 24 x 36 inch plans

- 2-digital versions of all materials (JPEG or PDF) on separate CD-ROM's or USB drives. Individual files must be provided at 5MB or less in size. Files shall be named according to naming protocol.

Notes: All plans must be drawn to scale on paper not smaller than 8½ x 11 inches or larger than 24 x 36 inches. The name of the project must be shown on the cover sheet of the plans. If 3-ring binders will be used, they must include a table of contents and tabbed dividers between sections. Plans that are rolled or not bound into sets will not be accepted.

NOTICING MATERIALS

- Completed and signed property adjoiners certificate form N1 and materials

APPLICATION FEE

- Base fee \$1,995
 - If deviation add: \$241 per deviation
- Application types and fees are cumulative.

MASTER SITE PLAN CHECKLIST

A master site plan is a generalized development plan that establishes building envelopes and overall entitlements for complex, large-scale projects that will require multiple years to reach completion. Use of a master site plan is not required unless necessary to address phasing of a proposed development, see section 38.230.090.E.3 BMC, or if required as part of the residential emphasis mixed-use district. A master site plan involves one or more of the following:

- a. One hundred or more dwelling units in a multiple household structure or structures;
- b. Fifty thousand or more square feet of office space, retail commercial space, service commercial space or industrial space;
- c. Multiple buildings located on multiple contiguous lots and/or contiguous city blocks;
- d. Multiple owners;
- e. Development phasing projected to extend beyond two years; or
- f. Parking for more than 200 vehicles.

Master Site Plan Required Materials MSP		Page 1 of 2		Revision Date 1-28-20	
Required Forms:	A1, N1, SP1, SP (if concurrent first phase proposed)	Recommended Forms:	Required Forms:		

1. Provide proposed entitlement period: minimum 3 years, maximum five years.
2. Provide detailed phasing information including:
 - a. Proposed phase lines.
 - b. Proposed limit of construction for each phase.
 - c. Proposed plan for staging and phasing of construction including storage of topsoil, spoils and construction materials and equipment.
 - d. Any infrastructure or site plan elements proposed for financial guarantee.
 - e. Phasing contingencies if phasing does not proceed in the original order proposed.
3. Draft design guidelines to direct design of the development over the entitlement period.
4. Statement that following approval of a master site plan, the applicant shall submit to the department, sequential individual site plan for specific areas within the master site plan. Each subsequent application for a site plan shall be consistent with the approved master site plan and subject to the review criteria of Section 38.230.100.A BMC.

CONTACT US

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Master Site Plan Required Materials MSP		Page 2 of 2		Revision Date 1-28-20
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