

ANNEXATION AND INITIAL ZONE MAP AMENDMENT REQUIRED MATERIALS

APPLICATION SETS

3 total sets are required that include 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 sets. This application is only for a proposed annexation with an initial zone map amendment. If an independent zone map amendment without annexation is proposed see form ZMA.

- Complete and signed development review application form A1.
- Plan sets that include all items required in the annexation and initial zoning checklist below.

Standard application sets required plan sizes: 2 sets that include full size 24 x 36 inch plans 1 set that include 11 x 17 inch plans

- 2 digital versions of all materials (JPEG or PDF) on separate CD-ROMs 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: \$1,670

ANNEXATION CHECKLIST

1. The following questions pertain to the goals adopted by the City Commission in Commission Resolution No. 3907.

- | | Yes | No |
|---|--------------------------|--------------------------|
| a. Is the property contiguous to the City of Bozeman? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is the property wholly surrounded by the City of Bozeman? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the property currently contracting with the City for municipal services such as water, sanitary sewer and or fire protection? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. If so, which City services are currently being contracted for? | | |
| d. Does the property lie with the service boundary of the existing sewer system as depicted in the City's growth policy? | <input type="checkbox"/> | <input type="checkbox"/> |

2. The following questions pertain to the policies adopted by the City Commission in Commission Resolution No. 3907.

- | | Yes | No |
|---|--------------------------|--------------------------|
| a. Is/Are the property owner(s) willing to dedicate needed easements and/or right-of-way for collector and arterial streets? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is/Are the property owners(s) willing to sign waivers of right to protest the creation of future Special Improvement Districts to provide the essential services for future development of the City? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is/Are the property owner(s) willing to transfer usable water rights, or an appropriate fee in-lieu thereof, to serve the expected population of the land when fully developed? | <input type="checkbox"/> | <input type="checkbox"/> |

- d. Does the desired future development of the subject property conform to the City's growth policy? If not, a growth policy amendment will be necessary to accommodate the anticipated uses, which may be initiated by the applicant and reviewed concurrently with this application.
- a. If a growth policy amendment is necessary, is it included with this application?
- e. The property will need to be rezoned with an initial urban zoning designation. The zone map amendment will be reviewed concurrently with this application. Is a zoning map amendment application included with this application?
- f. Do unpaved county roads comprise the most commonly used route to gain access to the property?
- g. If it is found that adequate services cannot be provided to ensure public health, safety and welfare, has the property owners(s) provided a written plan for the accommodation of these services?
- h. Does the property owner acknowledge that the City of Bozeman assesses a system development/impact fee and agrees to pay any applicable development/impact fees in accordance with Chapter 3.24 of the Bozeman Municipal Code?
3. If the property is currently in agricultural use please identify current crops/conditions.
4. Number of residential units existing on the property?
5. Number and type of commercial structures on the property?
6. Estimate of existing population of the property?
7. Assessed value of the property?
8. Existing on site facilities and utilities (gas, power, telephone, cable, septic systems, wells, etc.)
9. Any additional information that will be helpful in the City's review of the application.

ANNEXATION MAP REQUIREMENTS

10. Scale not greater than 1 inch to 20 feet nor less than 1 inch to 100 feet
11. Scale, north point arrow and date of preparation
12. Subject property well defined
13. Land use pattern of surrounding area
14. Existing zoning of surrounding property
15. Boundaries of proposed zoning (if more than one designation being requested) well defined
16. Proximity of all existing and proposed water and sewer mains and extensions
17. Location of all structures on the subject property
18. Adjacent streets and street rights-of-way
19. Existing on-site streets and street rights-of-way
20. Water bodies and wetlands

ZONE MAP AMENDMENT REQUIREMENTS

1. A thorough project narrative including a detailed response to the following for the zone map amendment:
- a. Is the new zoning designed in accordance with the growth policy? How?
- b. Will the new zoning secure safety from fire and other dangers? How?
- c. Will the new zoning promote public health, public safety and general welfare? How?
- d. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements? How?
- e. Will the new zoning provide reasonable provision of adequate light and air? How?
- f. Will the new zoning have an effect on motorize and non-motorized transportation systems? How?
- g. Does the new zoning promote compatible urban growth? How?
- h. Does the new zoning promote the character of the district? How?

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Required Forms:	A1, N1	Recommended Forms:	Presentation of submitted plans and specifications		

- i. Does the new zoning address the affected area's peculiar suitability for particular uses? How?
 - j. Was the new zoning adopted with a view to conserving the values of buildings? How?
 - k. Does the new zoning encourage the most appropriate use of land throughout the jurisdictional area?
2. Provide an exhibit of the property to be modified. Provide existing County zoning designations and the proposed zoning designation clearly labeled. The exhibit should include the legal limits of the property and size in square feet and acreage. If adjacent to a right of way the zoning should extend to the centerline of the right of way.

CERTIFICATION AND SIGNATURES

I (We), the undersigned, hereby certify that the information contained in this application is true and correct to the best of my (our) knowledge.

 Property Owner's Signature(s) _____
 Date

State of _____

County of _____

On this _____ day of _____, 20 __, before me, a Notary Public of the State of __

_____, personally appeared _____

_____, known to me to be the person(s) whose name(s) is(are) subscribed to the above instrument and acknowledge to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year first above written.

 Notary Public for State of _____

Residing at _____

My Commission Expires _____

CONTACT US

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