

COMMERCIAL/NONRESIDENTIAL CERTIFICATE OF APPROPRIATENESS APPLICATION

CCOA APPLICATION PROCEDURE

All new commercial or nonresidential construction, alterations to existing structures, movement of structures into or out of the Neighborhood Conservation Overlay District (NCOD) or demolition of structures by any means or process is subject to review. No commercial building, demolition, conditional use, sign or moving permit may be issued within the NCOD district until a CCOA has been issued by the appropriate review authority, and until final action on the proposal has been taken as described in Section 38.340 of the Bozeman Municipal Code.

CCOA REVIEW REQUIREMENTS

This handout provides details for the application requirements outlined in the project checklists. The outcome of the informal review process is dependent on the level and quality of information that is provided for the review. The greater the extent and quality of information that is provided for review, the greater the ability for the City to respond.

CCOA APPLICATION CHECKLIST

1. Complete and signed development review application form A1.
2. Two total paper sets of 11"x17" that includes two copies of every item below bound or folded into 8.5"x11" or 8.5"x14".
3. Sets must be bound and two hole punched at the top of the page. Three ring binders with hole punch are not accepted.
4. Fold 11" x 17" or 12" x 18" plans 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.
5. One digital version of all materials (JPEG or PDF) on separate CD or USB drive. Label all CD's with the project name and date. Attach a small tag to all USB drives with the project name and date. No individual files will be accepted that are larger than 5 MB. Files that are larger must be broken down into smaller files.
6. Naming protocol. Each individual document or plan sheet must have a proper name and date. For example a document might be labeled "CONR application 05-01-2017" or "Site Plan 05-01-2017." Plan sheets are required to be listed individually. For example a plan sheet might be labeled "A300 Floor Plan levels 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.
7. Date of construction of structure if known
8. Property record form, both original and updated found through the following link: <http://www.bozeman.net/government/historic-preservation>
9. Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed on the property.
10. Historical information such as pictures, plans, authenticated verbal records and similar research documentation that may be relevant to the proposed changes to the property.
11. One current picture of each elevation of each structure planned to be altered that will clearly express the nature and extend of the changes planned. Except where otherwise recommended, no more than eight pictures should be submitted. All pictures should be printed on or attached to 8.5" x 11" paper with the property address, elevation direction, and relevant information on the proposed changes.
12. Include a separate site plan displaying existing conditions such as lot boundaries, dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, buildings, natural features, and topography
13. Site plan showing), parking, driveways, fencing, landscaping, setbacks
 - a. Property dimensions
 - b. Location of building(s)
 - c. Setbacks
 - d. Pedestrian and vehicular circulation
 - e. Location of utilities

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REQUIRED FORMS:	A1, CCOA, DEM, N1	

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14. Front, rear and side elevations of all buildings, structures, fences and walls with height dimensions and roof pitches if new construction or changes to elevations are proposed. Show existing and proposed changes.
15. Building elevations shall include proposed exterior building materials, windows and doors including a color and building material palette for all proposed features keyed to the building elevations.
16. 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.
17. 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.B BMC has been met or surpassed.
18. For minor screen, storefront or window/door changes or replacements, and other minor changes: pictures, specifications and other information that will clearly express the proposed changes or alterations to the property.
19. Cutsheets or brochure pages for proposed windows, doors, exterior lighting or other detailed alterations if building elevations are not detailed enough to depict features accurately.
20. Floor plans showing floor layout including square footage and proposed use for each room and area within the building clearly showing areas to be changed or added to. Suggested scale of ¼ to 1 foot.
21. Parking plan and calculation for all uses, if proposed changes to the property require review of parking requirements (e.g. addition of bedrooms to a home, Accessory Dwelling Units, new infill residential construction).
22. A schedule for the proposed changes to the property if to be phased or if applicable.

DEVIATIONS

If the proposal includes a request for a deviation, the following are required:

1. Completed and signed property adjoiners certificate form N1 and materials.
2. If the proposal is being processed independent of a site plan application then this application shall be accompanied by written and graphic material sufficient to illustrate the conditions that the modified standards will produce.
3. Either through the site plan requirement above or separate exhibit clearly showing any proposed deviations related to site requirements such as yards/setbacks, lot coverage, or other applicable standards.
4. 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.
5. A deviation narrative shall be added to the project narrative stating which section(s) of the BMC are proposed for deviation, to what extent and include a response to the following:
 - a. Modifications must be 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;
 - b. Modifications will have minimal adverse effect on abutting properties or the permitted uses thereof; and
 - c. Modifications must assure the protection of the public health, safety and general welfare. Approvals may be conditioned to assure such protection, and such conditions may include a time period within which alterations will be completed; landscaping and maintenance thereof; architectural, site plan and landscape design modifications, or any other conditions in conformity with the intent and purpose set forth in this part 1.

APPLICATION FEE

Base fee	\$375
If deviation, add:	\$241 per deviation

CONTACT US

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