

## INFORMAL REVIEW 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. Additional sets may be required if more than one board review is requested. Contact our office for more information.

- Complete and signed development review application form A1
- Plan sets that include all informal checklist items below

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-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.

### BOARDS

- Development Review Committee
- Design Review Board
- Recreation and Parks Advisory Board Subdivision Committee
- Zoning Commission
- Planning Board

### APPLICATION FEE

- Base fee \$302 per board  
The base fee applies for each board the applicant requests to review the application

### INFORMAL REVIEW CHECKLIST

The outcome of the informal review process is dependent on the level and quality of information that is provided for each board's review. In general, the greater the extent and quality of information that is provided for review the greater the response from the City. If requesting specific guidance from a technical board, the level of technical and specific information submitted with the application must be adequate so that the board can appropriately respond to the application (e.g. in addition to the base information below, a wetland delineation and report should be submitted for Wetland Review Board informal reviews; full and colored building elevations and a color and building materials palette should be submitted for Design Review Board review)

1. Project Narrative providing a thorough description of what is being proposed.
2. List of specific questions the applicant seeks answers to.
3. Location/vicinity map, including area within one-half mile of the site.
4. Site plan with north arrow showing property dimensions, location of buildings, parking, driveways, off street loading, landscaping, location of utilities, access, pedestrian facilities, and use locations. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet.
5. Floor plans showing floor layout including square footage and proposed use for each room and area within each building. Suggested scale of ¼ to one foot, if applicable and available.
6. Building Elevations, if applicable and available.
7. Building materials and color palette, if applicable and available.
8. Landscape Plan, if applicable and available.

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Required Forms:	A1, INF	Recommended Forms:	Required Forms:		

9. Parking calculations for all uses, including detailed calculations of deductions if proposed and applicable.
10. Parkland calculations, Park plan with details of proposed improvements, if applicable.
11. Wetland delineation, determination of jurisdiction for watercourses and wetlands, if applicable.
12. Other information, as appropriate, to assist the boards in their review.

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**CONTACT US**

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