

MODIFICATION/AMENDMENT TO APPROVED PLAN REQUIRED MATERIALS

APPLICATION SETS

One set is required that includes 1 copy of every item below bound or folded into an 8½ x 11 or 8½ x 14 set. Modifications that increase the intensity of the project based upon scale, vehicle trips, impervious surface, parking, square footage and other may be required to be processed as a new application. Contact us for more information.

- Complete and signed development review application form A1
- Plan sets that include all modification checklist items below that are applicable to the proposed amendment(s)

Standard application sets required plan sizes: Plans may be 24 x 36 inch or 11 x 17 inch or 8½ x 11 inch in size depending on project type. Larger, more complex modifications require larger plans.

- 1 digital version of all materials (JPEG or PDF) on separate CD-ROM or USB drive. 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. Plans that are rolled or not bound into sets will not be accepted.

APPLICATION FEE

- Base fee \$295

PLAN MODIFICATION/AMENDMENT CHECKLIST

Certain information shall be provided for review prior to a decision on a plan modification. The extent of documentation to be submitted on any project shall be dictated by the scope and scale of the amendments and the information reasonably necessary for the City to make its determination on the application.

1. Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed to the plan
2. Project file number associated with plan to be modified: _____
3. Sketch plan or site plan or site plan detail of an enlarged area depending on project complexity with north arrow showing property dimensions, location of buildings, parking, driveways, fencing, landscaping, yard/setback locations, location of utilities, access, street vision triangles, pedestrian facilities, and location of changes proposed to approved plan. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet. Depending on complexity and extent of changes proposed, changes to the site plan shall be clearly depicted on the site plan showing existing conditions or two separate site plans titled existing and proposed.
4. 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 in the approved plan are proposed. Show existing and proposed changes. Show open stairways and other projections from exterior building walls.
5. 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 if material changes are proposed to the approved plan.
6. For minor fence, screen, storefront or window, and other minor changes: pictures, specifications and other information that will clearly express the proposed changes or alterations to the approved plan specifications.

Modification to Plan Materials MOD		Page 1 of 2		Revision Date 1-27-20	
Required Forms:	A1	Recommended Forms:	Required Forms:		

7. Cutsheets for proposed windows, doors, exterior lighting or other detailed modifications if building elevations are not detailed enough to depict features accurately.
8. Floor plans showing floor layout including square footage and proposed use for each room and area within the building clearly showing areas to alter from approved plan. Suggested scale of ¼ to one foot.
9. Parking plan and calculation for all uses, if proposed changes to the approved plan require review of parking requirements (e.g. addition of bedrooms to a home, Accessory Dwelling Units, new infill residential construction, new commercial square footage).
10. Photometric plan, exterior lighting cutsheets and specification if proposed modification to approved lighting plans.
11. Landscape plan if proposed modification to approved landscaping.
12. Other information as applicable to assist the City in a decision on the proposed modifications.

In general, the revised materials submitted shall meet the initial plan requirements as outlined in the initial plan review checklists and the Unified Development Code, Chapter 38 BMC. For site plan requirements see form SP1, and for Certificate of Appropriateness requirements see form NCOA or CCOA.

CONTACT US

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Modification to Plan Materials MOD		Page 2 of 2		Revision Date 1-27-20	
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