

HISTORIC NEIGHBORHOOD CERTIFICATE OF APPROPRIATENESS REQUIRED MATERIALS

APPLICATION SETS

This application is for residential neighborhood development in the Neighborhood Conservation Overlay District. Commercial projects shall use form CCOA. One application set is required that includes 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 sets.

- Complete and signed development review application form A1
- Plan set that includes all neighborhood certificate of appropriateness checklist items below
- If deviation proposed with the alteration of an existing building, form N1
- If deviation proposed with the alteration of an existing building, deviation checklist items below unless otherwise provided in another application type
- If demolition, complete submittal of subsequent development or treatment and checklist items in form DEM

Standard application sets required plan sizes: Plans may be 24 x 36 inch or 11 x 17 inch or 8 1/2 x 11 inch in size depending on project type. Larger, more complex projects may require larger plans.

- 1 digital version of all materials (JPEG or PDF) on separate CD-ROM's or USB drive. Individual files must be provided at 5MB or less in size. Files shall be named according to naming protocol, specified on form PLS.

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

When adding dwellings to a site, including accessory dwelling units (ADUs), a public notice period is required. No additional materials or forms are required from the applicant/representative.

- Completed and signed property adjoiners certificate form (N1) and materials if deviation proposed associated with an existing building.

APPLICATION FEE

- Base fee \$132
 - If deviation add: \$241 per deviation
- Application types and fees are cumulative.

HISTORIC PROPERTY INFORMATION

- Date of construction, if known:
- Existing property record form/ historic inventory card. Copies are available from the City of Bozeman, Historic Preservation webpage.

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Required Forms:	A1, N1 (if deviation), DEM (if demolition)	Recommended Forms:	Presentation of submitted plans and specifications (PLS)		

- Updated property record form, if directed by Planning staff.

For assistance, see more information through the following link:

<http://www.bozeman.net/Planning>

CERTIFICATE OF APPROPRIATENESS CHECKLIST

Certain information shall be provided for review prior to a decision on a certificate of appropriateness. The extent of documentation to be submitted on any project shall be dictated by the scope of the planned alteration 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 on the property.
2. Historical information, such as pictures, plans, authenticated verbal records and similar research documentation that may be relevant to the proposed changes to the property.
3. 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 shall be printed on or attached to 8 1/2 x 11 paper with the property address, elevation direction (N, S, E, W) and relevant information on the proposed changes
4. Sketch plan or Site plan depending on project complexity with north arrow showing property dimensions, location of buildings, parking, driveways, fencing, landscaping, yard/setback locations, location of utilities, access, pedestrian facilities, and location of changes proposed. 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.
5. 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 open stairways and other projections from exterior building walls. 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.
6. 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.
7. 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.
8. For a new infill dwelling/structure, provide additional information to demonstrate how the new structure fits within the context of the existing neighborhood. This shall include: a streetscape study that shows the proposed structure within the context of the block face, a discussion of how the proposed architectural style and proposed building materials relate to the project context and existing built environment, and how the project overall complies with the applicable guidelines in the Guidelines for Historic Preservation and the Neighborhood Conservation Overlay. When adding dwellings to a site, including accessory dwelling units (ADUs), a public notice period is required. The notice period will be between 15-45 days.
9. For minor fence, egress window, window/door changes or replacements and other minor change pictures specifications and other information that will clearly express the proposed changes or alterations to the property. For window and/or door changes, include the size and dimensions of the current window/door frame as well as the proposed size and dimensions. If the sizes are to remain the same this must also be specified.

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10. Cut-sheets or brochure pages for proposed windows, doors, exterior lighting or other detailed alterations if building elevations are not detailed enough to depict features accurately
11. 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.
12. Parking plan and calculation for all dwellings, including detailed location of on street parking 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).
13. A schedule for the proposed changes to the property if to be phased or if applicable.
14. If significant changes are proposed, like a new home, the City suggests that the applicant seek comments from the neighborhood or area prior to application and submit a summary or comments or meeting minutes as appropriate

DEVIATION CHECKLIST

If the proposal includes a request for a deviation as outlined in Section 38.250.050 BMC the application shall be accompanied by written and graphic material sufficient to illustrate the conditions that the modified standards will produce.

15. A deviation narrative shall be added to the project narrative stating which Section (s) of the Bozeman Municipal Code are proposed for deviation, to what extent and include a response to the following:
 - a. How the modification is 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 (Chapter 38, BMC);
 - b. How the modifications will have minimal adverse effect on abutting properties or the permitted uses thereof; and
 - c. How the modifications will assure the protection of the public health, safety and general welfare.
 - d. How the requested deviation will encourage restoration and rehabilitation activity that will contribute to the overall historic character of the community.

If more than one deviation, a response to the criteria shall be provided for each deviation

16. Either through the site plan requirement above or separate exhibit clearly show any proposed deviations related to site requirements such as yards/setbacks, lot coverage, or other applicable standards.
17. 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.

CONTACT US

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