

SITE PLAN REQUIRED MATERIALS

APPLICATION SETS

2 total sets of application documents that include a copy of each item listed below, bound or folded into 8½ x 11 or 8½ x 14 sets.

- Complete and signed development review application form A1.
- Plan sets that include all required items listed on the site plan checklist form SP1.
- If demolition, checklist items in form DEM

Standard sizes and number of plan sets required: 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 (See PLS Form)****

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: \$2,165
 - If includes dwellings add: \$118 per dwelling unit, not to exceed 150 dwelling units
 - If includes nonresidential uses add: \$530 per 1000 square feet of nonresidential gross building area up to 30,000 square feet.
 - \$250 per 1000 square feet of nonresidential gross building area over initial 30,000 square feet and not to exceed 150,000 square feet.
 - If the proposed building is four or more stories in height, use \$102 per 1000 square feet of nonresidential gross building area over initial 30,000 square feet, not to exceed 150,000 square feet.
 - If deviation or departure: \$241 each
- Application types and fees are cumulative.

CONTACT US

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Required Forms:	A1, SP1, N1	Recommended Forms:	Presentation of submitted plans and specifications		