

## SPECIAL TEMPORARY USE PERMIT REQUIRED MATERIALS

### APPLICATION SETS

1 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 special temporary use checklist items below.

Standard application set 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 (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. 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.

### APPLICATION FEE

- Base fee \$184 per week  
Application types and fees are cumulative.

### SPECIAL TEMPORARY USE CHECKLIST

1. Project narrative providing a thorough description of what is being proposed. Including use, description of operations, numbers of temporary employees, days and hours proposed.
2. Proposed length of temporary use:
3. Legible sketch plan or site plan depending on project complexity with north arrow showing property dimensions, location of buildings, circulation, parking, driveways, fencing, landscaping, yard/setback locations, location of utilities, access, pedestrian facilities, and location of uses/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 temporary use/site 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. Floor plans showing floor layout including square footage and proposed use for each room and area within the building and clearly showing areas for temporary use. Suggested scale of ¼ to 1 foot.
5. Parking plan and calculations for all uses, including detailed location of on street parking if proposed changes to the property require review of parking requirements (e.g. intensification of use, large gatherings, sales, or events).
6. If temporary buildings or structures are proposed, include detailed pictures of each structure, specifications, fire ratings, proposed method of tie down/foundation, maximum occupancy and proposed access for both ingress and egress to the building(s).
7. If a portable carry-out food and beverage building is proposed, all items in Section 38.22.160 BMC shall be addressed by a response n the projected and/or provided with the application depending on the requirement.
8. Other information as applicable to assist the City in a decision on the proposed temporary use(s).

## CONTACT US

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Required Forms:	A1	Recommended Forms:	Required Forms: