

## ZONING VARIANCE 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

- Complete and signed development review application form A1.
- Plan sets that include all zoning variance checklist items below unless otherwise provided in another application type.
- Only If new building construction, plan sets that include all required items listed on the site plan checklist form SP1.

Standard application 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.

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      \$1,830

Additional application fees may apply if new construction. Application types and fees are cumulative.

### ZONING VARIANCE CHECKLIST

1. Bozeman Municipal Code Section proposed for variance:
2. Project Narrative providing a clear description of the variance requested and the reasons for the request and including detailed responses to the following:
  - a. Response to the requirement that the variance will not be contrary to and will serve the public interest;
  - b. Response to the requirement that the variance is necessary, owing to conditions unique to the property, to avoid an unnecessary hardship which would unavoidably result from the enforcement of the literal meaning of the chapter (Chapter 38, BMC);
    - i. Hardship does not include difficulties arising from actions, or otherwise be self imposed, by the application of previous predecessors in interest, or potential for greater financial returns; and
    - ii. Conditions unique to the property may include, but are not limited to slope, presence of watercourses, after the fact imposition of additional regulations on previously lawful lots, and governmental actions outside of the owners control;
  - c. Response to the requirement that the variance will observe the spirit of the chapter (Chapter 38, BMC), including the adopted growth policy, and do substantial justice.
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 variance location. 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 the building if applicable. Suggested scale of ¼ to 1 foot.

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Required Forms:	A1, N1, SP and SP1 (if new construction)	Recommended Forms:	Required Forms:	

6. Parking calculations for all uses if applicable, including detailed calculations of deductions if proposed.

CONTACT US

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