

PUD PRELIMINARY PLAN 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.
- Complete materials required by the SP1 checklist.
- Materials and plans that include all the required items listed in the preliminary PUD plan checklist below.

Standard application sets required plan sizes: 2 sets that include full size 24 x 36 inch plans

- 2-digital versions of all materials (JPEG or PDF) on separate CD-ROM's 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

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | Base fee | \$1,761 |
| | If follow up site plan required: | \$45 per dwelling unit not to exceed 150 dwelling units;
\$140 per 1,000 square feet on non-residential space not to exceed 150,000 square feet. |
| | If no follow up site plan required: | \$95 per dwelling unit;
\$530 per 1,000 square feet per 0-30,000 square feet of non-residential space; additional \$250 per 1,000 square feet above 30,000, not to exceed 150,000 square feet. |
| | Buildings with 4 or more stories: | \$102 per 1,000 square feet after initial 30,000 square feet, not to exceed 150,000 square feet. |

PUD PRELIMINARY PLAN CHECKLIST

A Planned United Development (PUD) Preliminary Plan review is the second step in the PUD entitlement process. When a subdivision is proposed in conjunction with a zoning PUD the subdivision review shall be coordinated with the zoning review and a subdivision preliminary plat application shall also be submitted concurrent with this application.

1. Overall project narrative providing a thorough and extensive description of the overall project including design intent, project goals, project timeframe, proposed uses, site improvements and buildings.
2. A complete list of proposed relaxations to the BMC listed by individual section and reason for the relaxation.

Planned Unit Development Preliminary PUDP		Page 1 of 3	Revision Date 1-27-20
Required Forms:	A1, SP1	Recommended Forms:	

3. Name, mailing address and full contact information for project team including: owner, developer, architect, civil engineer, landscape architect/designer and electrical engineer.
4. A title report for subdivision or proposed subdivision guarantee with all current property ownership.
5. Data regarding site conditions, land characteristics, available community facilities and utilities and other related general information about proposed uses, adjacent land uses and the uses of land within one-half mile of the subject parcel of land both existing and proposed. This shall be in narrative and/or table formats. Provide the following supporting maps: existing land use map, community plan land use designation map, city zoning map, neighborhood and entryway overlay map for property showing conditions within 200 feet of the project boundaries.
6. Overall land use ratios for:
 - a. existing footprints of existing buildings and structures
 - b. proposed buildings and structures
 - c. driveways and parking areas
 - d. streets, roads and alleys with areas of rights of way identified separately
 - e. private open spaces for residential uses
 - f. landscape areas
 - g. city parkland
7. Overall project floor area ratio (FAR) and net residential density.
8. Development Schedule. If phasing is proposed, provide narrative clearly describing project phasing with the proposed phasing of all infrastructure, buildings, driveways and parking and landscaping.
9. Phasing Plan exhibit clearly showing all site and infrastructure improvement with phase boundaries including detailed limits of construction and approaches to mitigate any conflicts with phase boundaries and site safety and function.
10. Phasing table that shows phase area and data for each phase including: area in acres and square feet, lot area in acres and square feet, building foot print square feet, building floor area, FAR, street right of way, common opens space, landscaped area, PUD open space square feet and percentage of total, PUD performance points by type and parking space requirements.
11. Table of proposed buildings include phase information, footprint, gross square footage, stories, whether building is existing or proposed, and building use designations by building floor.
12. Colored aerial vicinity map within one-half mile of the site with project site and other significant community facilities, streets, trails, watercourses, railways, highways and other applicable features identified by name.
13. Overall site illustration in color showing all building foot prints, landscaped areas, site circulation including vehicular, bike, and pedestrian facilities.
14. Statements of objectives and conformance to city policy and plans:
 - a. Statement of applicable City land use policies and objectives achieved by the proposed plan and how it furthers the implementation of the Bozeman Community Plan, provide specific land use goals and objectives in the Community Plan that are furthered by the proposed PUD;
 - b. Statement of proposed ownership of public and private open space areas and applicant's intentions with regard to future ownership of all or portions of the PUD;
 - c. Estimate of number of employees for business, commercial, and industrial uses;
 - d. Description of rational behind the assumptions and choices made by the applicant;
 - e. The applicant shall submit as evidence of successful completion of the applicable Community Design objectives and Criteria of Section 38.430.090.E, documentation pursuant to these regulations for each proposed use; the applicant shall submit written explanation for each of the applicable objectives or criteria as to how the plan does or does not address the objective or criterion; the Director may require, or the applicant may choose to submit, evidence that is beyond what is required in that section; any variance from the criterion shall be described;

Planned Unit Development Preliminary PUDP		Page 2 of 3	Revision Date 1-27-20
Required Forms:	A1, SP1	Recommended Forms:	

- f. Detailed description of how conflicts between land uses are being avoided or mitigated;
 - g. Statements of design methods to reduce energy consumption, (e.g. - home/business, utilities, transportation fuel, waste recycling).
15. If not provided by subdivision application materials, physiographic data and summaries for: landforms and geology and soils; hydrology; vegetation; noxious weeds; wildlife and viewsheds. If the project is a brown field site, provide site history, data and copies of any environmental site assessments that have been completed. An approved noxious weed management plan must be submitted.
 16. Narrative descriptions of site access and overall utilities including an overview, parking, existing and proposed condition of the streets providing access to the site, proposed accesses to the site and utilities including water, sewer, storm drainage, solid waste, gas, electric and shallow franchise facilities.
 17. Development and Design Guidelines per Section 38.430.070.D.2 BMC.
 18. Comprehensive Signage Plan, if applicable.

CONTACT US

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Planned Unit Development Preliminary PUDP		Page 3 of 3	Revision Date 1-27-20
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