

SUBDIVISION 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 subdivision variance checklist items below unless otherwise provided in another application type.

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-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

- Base fee \$1,830

Additional application fees may apply if concurrent with preliminary plat application. Application types and fees are cumulative.

SUBDIVISION 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 detrimental to the public health, safety or general welfare, or be injurious to other adjoining properties;
 - b. Response to the requirement that because of the particular physical surroundings, shape or topographical conditions of the specific property involved, an undue hardship to the owner would result if strict interpretation of this chapter is enforced;
 - c. Response to the requirement that the variance will not cause a substantial increase in public cost; and
 - d. Response to the requirement that the variance will not, in any manner, place the subdivision in nonconformance with any other provision of this chapter (Chapter 38, BMC) or with the city's growth policy.
3. Location/vicinity map, including area within one-half mile of the site.
4. Site plan or plat as applicable with north arrow showing property dimensions subdivision layout, 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. Other data or correspondence providing justification or evidence in support of the variance.

CONTACT US

Alfred M. Stiff Professional Building
20 East Olive Street 59715 (FED EX and UPS Only)
PO Box 1230
Bozeman, MT 59771

phone 406-582-2260
fax 406-582-2263
planning@bozeman.net
www.bozeman.net

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Required Forms:	A1, N1, and PP and PP1 (if subdivision)	Recommended Forms:	Required Forms:	