

NOTICING MATERIALS

Notice is required for certain projects in order for citizens to participate in decision making which affects their interests and provides opportunity to receive information pertinent to an application that would not otherwise be available to the decision maker.

SITE PLAN, MASTER SITE PLAN, CONDITIONAL USE PERMIT, VARIANCE, DEVIATION, FIRST MINOR SUBDIVISION AND SIMILAR REQUIRED NOTICING MATERIALS

- Completed and signed property adjoiners certificate form N1.
- Legible list of full names and addresses of all property owners within 200 feet of the project site, attached to this checklist.
- Stamped, unsealed, plain (no return address) #10 envelopes preaddressed with the names and addresses of the adjoining property owners.

MAJOR AND SUBSEQUENT MINOR SUBDIVISION REQUIRED NOTICING MATERIALS

- Completed and signed property adjoiners certificate form N1.
- Legible list of full names and addresses of all property owners within 200 feet of the project site and not physically contiguous (touching a boundary) to the subdivision, attached to this checklist. Clearly label list ADJOINER NOT CONTIGUOUS.
- Stamped, unsealed, plain (no return address) #10 envelopes preaddressed with the names and addresses of the adjoining property owners.
- Legible list of full names and addresses of all property owners physically contiguous (touching a boundary) including recorded purchasers under contract for deed to be sent certified mail attached to this checklist. Clearly label list CONTIGUOUS.
- Stamped, unsealed, plain (no return address) #10 envelopes preaddressed with the names and addresses of the physically contiguous property owners including recorded purchasers under contract for deed.
- Two sets additional mailing labels with the names and addresses of the physically contiguous property owners including recorded purchasers under contract for deed attached.

NOTICE

Current property owners of record can be found at the Gallatin County Clerk and Recorder's Office in the Gallatin County Courthouse 311 West Main Street Bozeman, Montana.

CERTIFICATION

I, _____, hereby certify that, to the best of my knowledge, the attached name and address list of all adjoining property owners (including all condominium owners, within 200 feet of the property located at _____, is a true and accurate list from the last declared Gallatin County tax records. I further understand that an inaccurate list may delay review of the project.

Signature

CONTACT US

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Required Forms:	N1	Recommended Forms:	Required Forms:		