

Development Noticing during COVID-19

Procedures

1. Once an application has been deemed adequate for continued review the project may be noticed. Planner must provide all required elements of the notice to the applicant not less than three (3) days before the date the notice must be posted and mailed.
2. The planner will develop a color pdf of the notice with the notice form on page one and the A1 form on page 2. The document is to be printed two sided.
3. The planner will come into the Stiff Building office and prepare the notice board for the applicant with information required for the notice. Project information is to be written on the notice board with a bold sharpie, and the color notice and project information is to be placed in plastic sleeves and taped to the notice board. The planner will set the notice on the south side of the Stiff Building on the east side of the vestibule supports underneath the entrance awning for applicant pickup and posting.
4. The applicant's team: representative, applicant and owner will receive an email from the planner regarding the notice that the board is ready for pickup and posting along with three emailed attachments. 1) a copy of the notice; 2) notice instructions; and 3) the Notice Affidavit Form, N2 form.
5. The applicant is responsible for posting the notice on the project site per the instructions.
6. The applicant is responsible for mailing the notices for the project per the instructions.
7. For notice posting, the applicant must post the site in the locations specified and take pictures that show the notice on site and certify that the notice was posted on a specific date.
8. For mail noticing, the applicant must print the notice provided by the city in color and two sided with the notice on one side and the A1 form on the other. The applicant is responsible to fold the notices, place them in the required envelopes showing the city's PO Box as the return address with postage, and to mail them by the date specified in the instructions. If there are certified mailings required, the applicant is required to pay for the certified mailings and use the city's PO Box as a return address for all certifications per the instructions. The city no longer requires that the applicant provide a certified letter fee with subdivision applications as this is the responsibility of the applicant.
9. The applicant must complete the posting and mailing by the dates specified in the instructions and return the Notice Affidavit Form, N2 to the city by the date specified in the notice instructions. This affidavit must be completed, saved as a pdf, and emailed to the planner within three days of project noticing.
10. If the project is not noticed according the requirements of the Bozeman Municipal Code (BMC), the project may be delayed if the error is discovered during the review process or the project may be invalidated if an error is discovered following final approval. The applicant is responsible for following the noticing instructions provided by the city and for providing accurate notice materials as required by the BMC.