

NOTICING INSTRUCTIONS & DECLARATION FORM

NOTICING PROCEDURE

The applicant is responsible for posting the project site and mailing a notice per the requirements of the Bozeman Municipal Code (BMC). Public noticing for comment periods or hearings and associated application information, timing, type, and location is required by law per [BMC Chapter 38.220](#). The following instructions are to be followed for project noticing. This handout provides instructions for noticing your project, how to send mailings, and how to post on the project site.

If the project is not noticed according to 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.

POSTING ON THE SITE

The notice is posted via a notice sign board that is provided by the City. Multiple notice boards may be provided depending on the project size and location, which is determined by the project planner. Please follow the directions below for posting the project notice boards on site.

1. When the project is ready to be noticed, the City will prepare and provide the notice board(s) to be picked up by the applicant/representative at the Community Development office at 20 E. Olive Street. You will receive an email when the board is ready to be picked up. The project planner will provide all required elements of the notice to the applicant no less than three days before the date the notice must be posted and mailed.
2. The notice board must be posted on the site by the end of business hours on the date that is identified on the notice posting sheet.
3. The notice board(s) can be affixed to a stake, fence, exterior of building or window on primary facade. The notice board(s) must be visible from the public right-of-way at an adequate height to be visible around any barriers and cannot be more than 15 feet behind the property boundary. Do not attach the board to a utility pole or any other object that is not located on the property or owned by the property owner.
4. The applicant/representative must verify the posting date and take two pictures of the notice board(s) on the site. Evidence of posting must be provided to the project planner within three days of the posting with notice declaration filled out provided on the following page.
5. The notice board(s) must be removed and returned to the Community Development office no later than one month following the project decision.

MAILING NOTICES

1. The City will provide the notice form for the mailings via email. The applicant/representative must print the notice two sided in color and place them in envelopes with stamps with the City's return address: City of Bozeman, PO Box 1230, Bozeman, MT 59771.
2. If certified mailing is required for subdivisions, the applicant is required to pay for the certified mailings for all contiguous property owners with the City of Bozeman as the return address.
3. The notice must be mailed to the adjoining property owners as identified on the notice by the end of the business date.
4. The applicant/representative must verify the mail date and certify that the notice was mailed through the notice declaration form on the following page within three days of the notice sent. This must be emailed to the project planner.

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NOTICE POST DECLARATION

This declaration is required to be completed for all projects requiring notice.

Name: _____ Type: _____ File No: _____

NOTICE POST DATE AND PHOTOGRAPHS

The project notice board was posted on the project site per the notice instructions on:

Month _____ Day _____ Year _____

Two photographs of the notice board(s) posted on site are provided below (insert .pdf photos in the space provided below)

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NOTICE MAILING AND POST DECLARATION

I, _____, hereby certify (Check all that apply):

the notice board was posted on site

the project notice was mailed to all adjoining property owners (including all condominium owners, within 200 feet of the property)

located at _____ on the dates specified above. I verify that the site was posted and/or the project notice was mailed according to the dates noted on this form. I declare under penalty of perjury and under the laws of the state of Montana, that the foregoing is true and correct.

Date: _____

Signature

NOTICE MAIL DATE

The project mail notice was prepared according to the notice instructions and placed into the US Mail on:

Month _____ Day _____ Year _____

CONTACT US

Alfred M. Stiff Professional Building

20 East Olive Street

Bozeman, MT 59715

phone 406-582-2260

fax 406-582-2263

planning@bozeman.net

www.bozeman.net/planning