

PLANNED UNIT DEVELOPMENT (PUD) FINAL PLAN CHECKLIST

PUD FINAL PLAN REQUIREMENTS

A PUD Final Plan review is the third and final 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. A subdivision final plat application may also be submitted concurrent with this application. The purpose of the final plan is to revise all exhibits and documents to comply with any conditions of approval and to present all documents in final form.

DIGITAL SUBMITTALS & NAMING PROTOCOL

1. Create and submit a Planning application using the [ProjectDox portal](#);
 - a. After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
2. The digital copies must be separated into two categories: Documents and Drawings.
 - a. The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
 - b. The Drawings folder should include items such as site plans, civil plans, landscape plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information;
3. Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information;

APPLICATION SET

1. Create and submit a Planning application using the [ProjectDox portal](#);
2. Copy of the recorded findings of fact that the PUD has been approved;
3. A narrative stating how each of the conditions of preliminary approval and noted code provisions have been satisfactorily addressed;
4. Final project narrative providing a thorough and extensive description of the overall project including design intent, project goals, project time-frame, proposed uses, site improvements and buildings;
5. A complete list of the approved relaxations to the BMC listed by individual section and reason for the relaxation;
6. Name, mailing address and full contact information for project team including: owner, developer, architect, civil engineer, landscape architect/designer and electrical engineer;
7. A title report for subdivision or proposed subdivision guarantee with all current property ownership;
8. Final phasing schedule describing project phasing of infrastructure, PUD open space, buildings, driveways, parking, and landscaping;
9. Data regarding the existing zoning, site and building conditions, adjacent uses, available utilities and other related general information about adjacent land uses;
10. Development and Design Guidelines per [38.430.070.D.2](#) ;
11. Comprehensive Signage Plan, if applicable;
12. Final drafts of supplementary documents per 38.220.120.A.3.
 - a. Open space maintenance plan
 - b. Property owners' association documents and covenants
 - c. Attorney's or owner's certification of ownership
13. Any other information required as a condition of preliminary planned unit development approval;

14. If not provided by subdivision application materials, include data and summaries for:
 - a. Land form and geology and soils
 - b. Hydrology
 - c. Vegetation
 - d. Noxious weeds
 - e. Wildlife and viewsheds
 - f. If the project is a brownfield 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;
15. Statements of objectives and conformance to City Policy and Plans as outlined in 38.430.090.E:
 - a. Statement of how the proposed plan implements the [Bozeman Community Plan](#), provide specific land use goals that are supported 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 number of employees for business, commercial, and industrial uses;
 - d. Description of the rationale behind what makes the project promote flexibility and innovation and how it produces an environment, landscape quality and character superior to that produced by the existing standards of the BMC.
 - e. Description of how performance points will be met. Ensure that any exhibit is provided if applicable.
 - f. Written explanation for each of the applicable objectives or criteria as to how the plan does or does not address the objective or criterion as outlined in 38.430.090.E- residential, commercial, mixed use, or industrial.
16. Include all final plans that are outlined in the PUDP checklist.

REQUIRED FORMS

[PUDP](#) (plans section only), [FP](#) (if associated with concurrent subdivision application)

APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted in January.

CONTACT US

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