

MASTER SITE PLAN CHECKLIST

MASTER SITE PLAN REQUIREMENTS

A master site plan is a generalized development plan that establishes building envelopes and overall entitlements for complex, large-scale projects that will require multiple years to reach completion. See Section [38.230.020.B, BMC](#) for master site plan thresholds and [38.230.090.E.3, BMC](#) for phasing standards.

This handout provides details for the master site plan application requirements. If these requirements are met, it will minimize delays that can occur when an application is disorganized, incomplete, or not formatted correctly. These requirements are mandatory per BMC 38.220. If two or more departures are proposed, the application shall be processed as a Planned Unit Development.

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, irrigation 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

- 4) Create and submit a Planning application using the [ProjectDox portal](#);
- 5) Noticing Checklist [Form N1](#) and materials.
- 6) Application and plan sets of all required items listed on the [Site Plan \(SP\) Checklist](#).
- 7) Narrative that includes proposed entitlement period: minimum three years, maximum five years. This schedule should include the sequence for each phase, approximate size in are of each phase, and proposed phasing of construction of public improvements, parks, and common open space areas.
- 8) Draft design guidelines to direct design of the development over the entitlement period.

- 9) Statement that following approval of a master site plan, the applicant shall submit to the department, sequential individual site plans for specific areas within the master site plan. Each subsequent application shall be consistent with the approved master site plan and subject to review criteria of Section 38.230.100.A, BMC. If it does not, a modification to the master site plan is required.
- 10) Identify any infrastructure or site plan elements proposed for financial guarantee.
- 11) Detailed phasing plan that includes the following:
 - a) Proposed phase lines.
 - b) Proposed limit of construction for each phase.
 - c) Proposed plan for staging and phasing of construction including storage of topsoil, spoils, and construction materials and equipment.
 - d) Phasing of infrastructure, utilities, irrigation mainline and related components, irrigation wells, streets, roads, pathways, and trails. If the entirety of the infrastructure is not proposed to be developed in the first phase, identify any means to provide adequate services (i.e. emergency services, access to site).

REQUIRED FORMS

[N1](#), [CCOA](#) (if project is within NCOD) [DEM](#) (if demolition within the NCOD), [WR](#) (if wetlands are on site)

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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