

# ADMINISTRATIVE PROJECT DECISION APPEAL

## APA APPLICATION PROCEDURE

Administrative Project Decision Appeals may be made pursuant to Bozeman Municipal Code section [38.250.030](#).

The filing of the appeal **must be received** by 5:00pm on the tenth working day following the final decision of the administrative review authority. This application must be submitted with the fee to: Community Development; 20 East Olive St., Bozeman, MT 59715. The Public Counter staff **MUST** be present to accept application.

## APA APPLICATION CHECKLIST

1. Create and submit a Planning application using the [ProjectDox portal](#); After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document to upload as a PDF to the "Documents" folder in ProjectDox.  
**\*\*An appellant need not obtain the signature of the property owner (as directed on the Notification Letter)\*\***
2. Document sizing. For instructions on recommended document sizes and types, refer to our [Development Center Website](#);
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 3 digit numeric value (001, 002, etc.) 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;
4. Name and address of the appellant;
5. The legal description and street address of the property involved in the appeal;
6. A description of the project, including the project number, that is the subject of the appeal;
7. Evidence that the appellant is an aggrieved person as defined in [section 38.700.020](#);
8. The specific grounds and allegations for the appeal, and evidence necessary to support and justify a decision other than as determined by the administrative review authority.

## NOTICING

A public notice period is required for any Administrative Project Decision Appeal.

1. Completed and signed Noticing Checklist (N1) and Noticing Instructions and Declaration Form (N2.)

**\*\*The City will work with the property owner to complete the notice that must be posted on the site; the appellant must complete the required notice by mail\*\***

## Required Forms

[Noticing Checklist \(N1\); Noticing Instructions & Declaration Form \(N2\)](#)

## APPLICATION FEE

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

## CONTACT US

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