

### WHAT IS A SITE PLAN REVIEW?

The process of reviewing plans for conformance with the Unified Development Code (UDC) and Montana Code Annotated (MCA). All non-subdivision development proposals, which are outlined in this document, require plan review.

### PLAN REVIEW TYPES

Plans are classified as sketch plans, site plans or master site plans for review purposes.

#### Sketch plan review is required for the following:

- Individual single-household, two-household, three-household, and four-household residential units on individual lots;
- Manufactured homes on individual lots; or fences and other accessory structures.
- Signs, special temporary uses, reuse and change in use of a site.
- Projects designated as sketch plan review only by the Director of Community Development.

A site plan review is required for any project not qualifying as a sketch plan as noted above.

#### A master site plan is a generalized development plan for complex projects that typically contain one or more of the following:

- 100 or more dwelling units in a multiple household structure(s);
- 50,000 or more square feet of office, retail, service or industrial space;
- Multiple buildings located on multiple contiguous lots and/or City blocks;
- Multiple owners;
- Development phasing projected to extend beyond two years; and/or
- Parking for more than 200 vehicles.

Typically master site plans are not required unless necessary to address phasing of a proposed development, or required as part of the REMU zoning district or the North 19th Ave/ West Oak Street entryway corridors.

The City of Bozeman Department of Community Development staff will assist in determining what type of plan review your project will require. If plan review and approval is required, you will be given the appropriate forms, advised

of the materials and application fee that are needed, and informed of the time period when the application will be processed. Please note that it is often beneficial to contact a professional design office to assist you with your submittal requirements.

Depending on the scale of the project, the Department of Community Development also recommends that you take part in the informal review process prior to site plan submittal.

### WHAT IS THE APPLICATION PROCESS?

#### Design Review

Please review the Certificate of Appropriateness (COA) and Conditional Use Permit (CUP) brochure(s) to determine if the project requires a COA or CUP in conjunction with the site plan submittal.

**Sketch Plans** are reviewed by the Administrative Design Review (ADR) Staff.

**Site Plans and master site plans** will be reviewed by ADR Staff unless they meet one of the following thresholds, in which case, they will be reviewed by the Design Review Board (DRB).

- 20 or more dwelling units in a multiple household structure(s);
- 30,000 or more square feet of office, retail, service or industrial space;
- Large scale retail;
- 20,000 or more square feet of exterior storage of goods or materials; and/or
- Parking for more than 90 vehicles.

### STAFF REVIEW

#### Sketch Plan Review

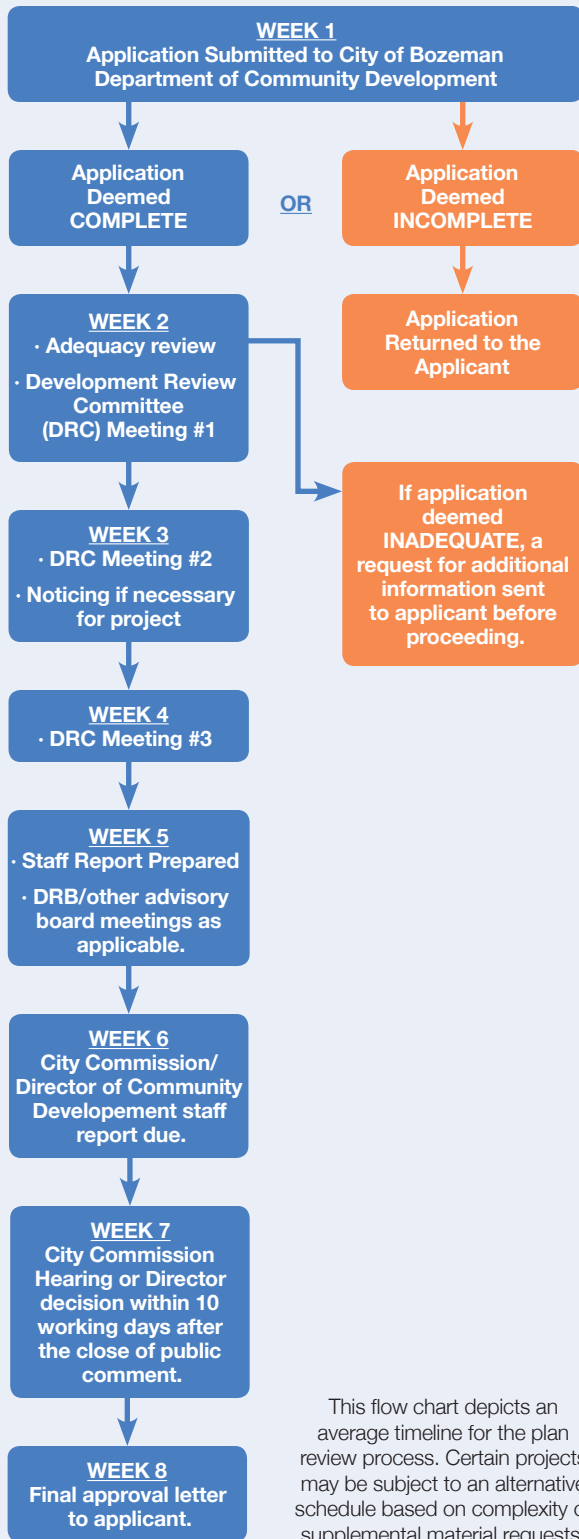
If the project is located within the Neighborhood Conservation Overlay or Entryway Corridor Overlay districts it will be reviewed by planning staff for compliance with requirements of the UDC design guidelines.

Public noticing will be required if the project involves the addition of dwelling units or the demolition of a building in the Neighborhood Conservation Overlay District.

#### Site Plan Review

A staff planner will be assigned to the project for review and compliance with the requirements of the UDC. If the application is complete, the project will be routed to the

# Site Plan Review Permit Process



This flow chart depicts an average timeline for the plan review process. Certain projects may be subject to an alternative schedule based on complexity or supplemental material requests.

Timelines are approximate and subject to scheduling constraints.

Development Review Committee (DRC) and any other necessary advisory boards for their review. The Director of Community Development has the final approval authority with the exception of plans requesting deviations, variances or a CUP.

For site plan review, public notice is provided by posting a sign on site and notices are also mailed to all property owners within 200 feet of the site. The notice contains the time and place of public meetings which provide the public with an opportunity to learn more about the project.

## Master Site Plans

These plans follow a similar process, with the Director of Community Development having the final approval authority. Master site plan and first phase site plan review may run concurrently depending on the phasing of the development.

## Project Approval

Within six months of site plan or master site plan approval, a final site plan, which incorporates any required conditions, must be submitted and approved by the Department of Community Development. Final site plan approval shall be in effect for one year and a master site plan approval shall be in effect for not more than an initial period of five years. Extensions to master site plans may be granted in accordance with the UDC.

## QUESTIONS? NEED MORE INFORMATION? CONTACT:

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