Creating a Simple Sketch Plan Using the Community Development Map Viewer Tool:
Demonstrating Parking and Lot Boundaries for STR Registration

Under Ordinance 1974, Bozeman's Short Term Rentals need to include a sketch plan of their internal and external layouts to verify that the property can accommodate guests adequately. These are some simple steps and guidelines to making an external sketch plan that shows parking and lot boundaries.

What is shown below is just one way to go about making this part of the sketch plan. This will take a small degree of effort and practice to do properly so be prepared to do some troubleshooting on your own to work successfully with the system.

Figure 1: Sample Parking and Lot Sketch Plan

Above [figure 1] is an example of what an acceptable sketch plan (SKPL) for parking and lot boundaries looks like. As you can see, we are looking for available parking and lot boundaries to be called out on the plan. This map was made using tools from our Community Development Viewer.
Once the Community Development Viewer is open you will want to make some changes to which layers

are visible. Namely, you will want the *Parcels* box checked. The *Zoning* box is optional, in this example [figure 2], the black and white zoning layer is turned on.

Next, enter the address of the STR being registered into the search bar in the upper right hand corner of the map viewer and click on the magnifying glass or hit Enter to search. The *Address Locator* will show results on the left where the *Layers* menu was. Click on the top address under Address Locator to drop a pin on the location of the STR.
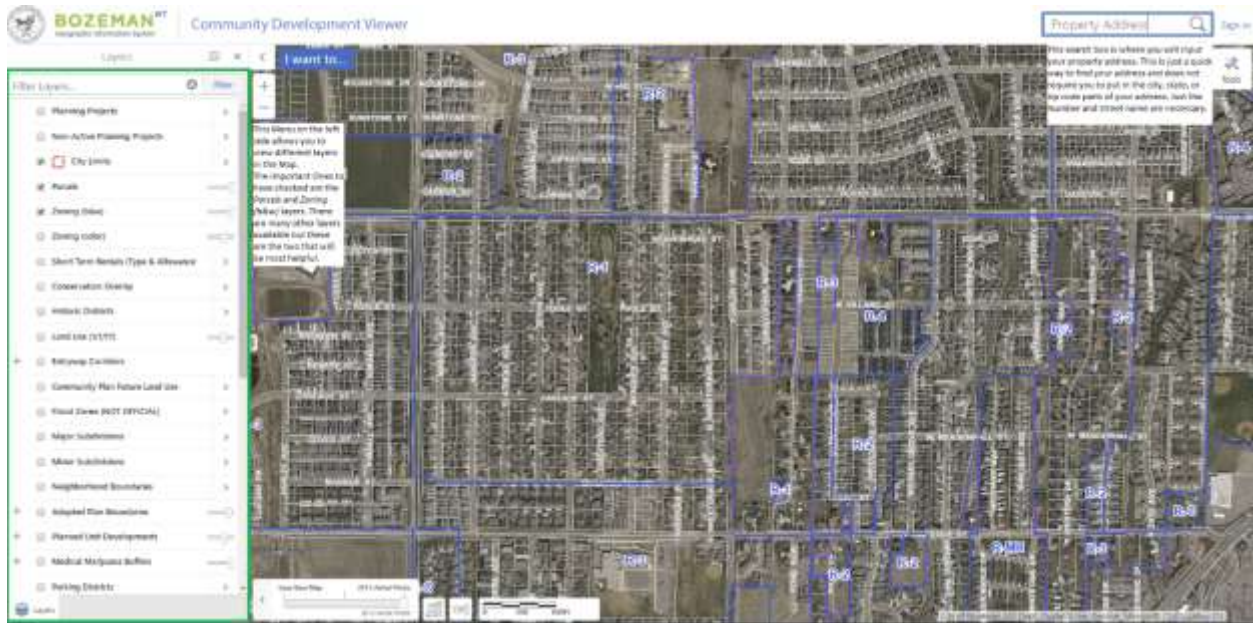

Figure 2 Map Overview with Layers active

Next, you will want to open the Toolbar by clicking the *Tools* button (shown as a white box with a wrench and screwdriver icon), just below the search box in the top right corner. This will open the toolbar shown below [figure 3].
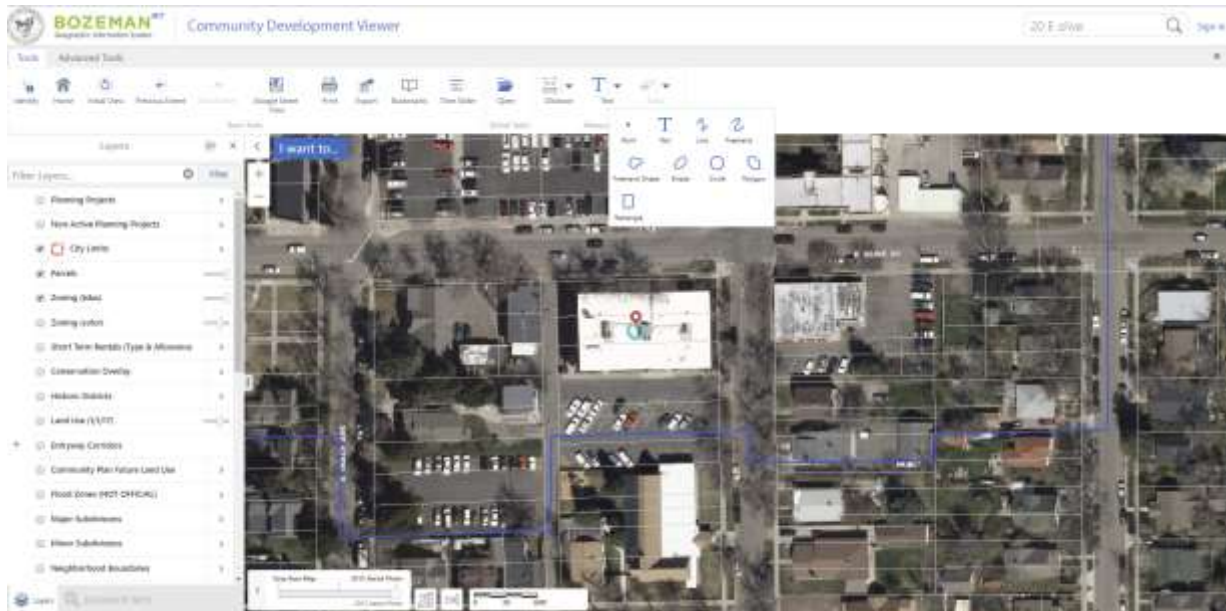
Figure 3: Toolbar Drop-down Menu

There are several options in the Toolbar, the primary tools that will be utilized include the *Text* and the *Rectangle* tools. To access these tools, click on the dropdown arrow on the *Point* tool. Use the text insert to label the street names if they aren't visible on screen.

Next, use the rectangle tool to draw in where your parking spaces are located. If you are unsure of what constitutes an allowed parking space (as per the City requirements) please review the Parking Requirements section of the Bozeman Municipal code.

Then, in order to select the property boundaries you can simply click on the lot and it will be highlighted. However, if your property covers more than one lot, you will have to draw another rectangle around the outside perimeter of all the lots you own.

Once the Map is marked accordingly, the last step is to "print" the Map. The *Print* function on the toolbar will prepare the map with a scale and title block attached as seen in Figure 1. Fill out the fields in the *Print Map* Menu as they are shown below [figure 4] with information for your address and application.

Please note that the print options defaults to a PDF so if you would prefer to save it as an image be sure to change the output format to JPEG. Then just select "print" and the viewer will prepare the document (this may take a few seconds) Once it is complete you can open the image or PDF and save it however you like.
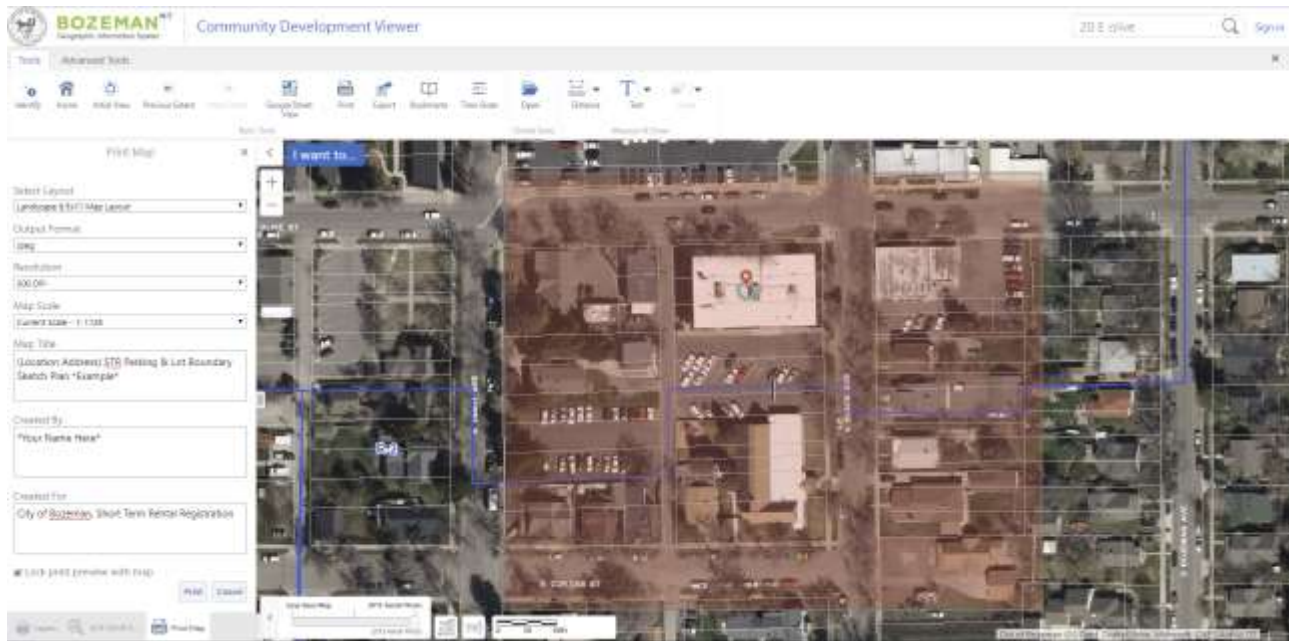
Figure 4: Print Map Options

The Steps in chronological order are as follows:

1. Open the Community Development Viewer map
2. Turn on the *Parcels* layer
3. Find your address
4. Add in parking spaces and labels via the *Measurements & Drawing* tab on the toolbar
5. Highlight your lot boundary
6. *Print* your map and fill out the boxes on the print wizard
7. Save you finished sketch plan

This method of creating a parking and lot boundary sketch plan is just one option. We gladly accept hand drawn sketches (to scale) that include site and floor plans.

Please note that this guide is for the parking and boundary drawings only. There also needs to be a sketch floor plan included with your registration documents. This Map has a lot of useful features but can be finicky. Please take your time and read the prompts that pop up. If you are having trouble and can't make it work. Just hand draw your sketch plans.