

# COMMERCIAL/NONRESIDENTIAL CERTIFICATE OF APPROPRIATENESS APPLICATION

## CCOA APPLICATION PROCEDURE

All new commercial or nonresidential construction, alterations to existing structures, movement of structures into or out of the Neighborhood Conservation Overlay District (NCOD) or demolition of structures by any means or process is subject to review. No commercial building, demolition, conditional use, sign or moving permit may be issued within the NCOD district until a CCOA has been issued by the appropriate review authority, and until final action on the proposal has been taken as described in Section 38.340 of the Bozeman Municipal Code.

## CCOA APPLICATION CHECKLIST

1. Create and submit a Planning application using the [ProjectDox portal](#); **Please include the site address in the project name.**  
**Example: The Haynes Renova on 605 W. Babcock.**
  - 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.
  - 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;
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;
4. If demolition is proposed, provide a complete submittal with checklist items in form DEM.
5. Date of construction of structure if known.
6. Property record form, both original and updated found through the following link: [Historic Preservation Program](#).
7. Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed on the property.
8. Historical information such as pictures, plans, authenticated verbal records and similar research documentation that may be relevant to the proposed changes to the property.
9. One current picture of each elevation of each structure planned to be altered that will clearly express the nature and extend of the changes planned. All pictures should include elevation direction and relevant information on the proposed changes.
10. Include a separate site plan displaying existing conditions such as lot boundaries, dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, buildings, natural features, and topography.
11. Site plan depending on project complexity with north arrow, property dimensions, location of buildings, parking, driveways, fencing, landscaping, setbacks, utilities, access, pedestrian facilities, and location of changes proposed.
12. Front, rear and side elevations of all buildings, structures, fences and walls with height dimensions and roof pitches if new construction or changes to elevations are proposed. Show existing and proposed changes.
13. Building elevations shall include proposed exterior building materials, windows and doors including a color and building material palette for all proposed features keyed to the building elevations.
14. One exhibit or illustration shall include all the internal and external elements of a structure to be removed or altered by a project. All elements to be removed or altered, and to what extent, shall be clearly identified and shall include those elements to be removed and reinstalled.

# COMMERCIAL/NONRESIDENTIAL CERTIFICATE OF APPROPRIATENESS APPLICATION

15. For any non-conforming structure, an analysis of demolition to determine whether the threshold for loss of protected non-conforming status per Section 38.280.040.B BMC has been met or surpassed.
16. For minor screen, storefront or window/door changes or replacements, and other minor changes: pictures ,specifications and other information that will clearly express the proposed changes or alterations to the property.
17. Cutsheets or brochure pages for proposed windows, doors, exterior lighting or other detailed alterations if building elevations are not detailed enough to depict features accurately.
18. Floor plans showing floor layout including square footage and proposed use for each room and area within the building clearly showing areas to be changed or added to. Suggested scale of ¼ to 1 foot.
19. Parking plan and calculation for all uses, if proposed changes to the property require review of parking requirements.
20. A schedule for the proposed changes to the property if to be phased or if applicable.

## DEVIATIONS

If the proposal includes a request for a deviation, the following are required:

1. Completed and signed property joiners certificate form N1 and materials.
2. If the proposal is being processed independent of a site plan application then this application shall be accompanied by written and graphic material sufficient to illustrate the conditions that the modified standards will produce.
3. Either through the site plan requirement above or separate exhibit clearly showing any proposed deviations related to site requirements such as yards/setbacks, lot coverage, or other applicable standards.
4. Either through the building elevation requirement above or separate exhibit clearly show any proposed deviations related to building construction such as height, second story additions, or other applicable standards.
5. A deviation narrative shall be added to the project narrative stating which section(s) of the BMC are proposed for deviation, to what extent and include a response to the following:
  - a. Modifications must be more historically appropriate for the building and site in question and the adjacent properties, as determined in Section 38.340.050 BMC than would be achieved under a literal enforcement of this chapter;
  - b. Modifications will have minimal adverse effect on abutting properties or the permitted uses thereof; and
  - c. Modifications must assure the protection of the public health, safety and general welfare. Approvals may be conditioned to assure such protection, and such conditions may include a time period within which alterations will be completed; landscaping and maintenance thereof; architectural, site plan and landscape design modifications, or any other conditions in conformity with the intent and purpose set forth in this part 1.

## REQUIRED FORMS

[DEM, N2](#) (Posting only)

## APPLICATION FEE

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

## CONTACT US

Alfred M. Stiff Professional Building  
20 East Olive Street  
Bozeman, MT 59715

phone 406-582-2260  
fax 406-582-2263  
planning@bozeman.net  
www.bozeman.net/planning