

# CONDOMINIUM REVIEW CHECKLIST

## STATE STATUTE

The Montana Legislature has created limited exemptions to subdivision review. One exemption may apply to condominiums when certain conditions are met. Key state law references are [76-3-203](#), [76-4-111](#), and [70-23-102](#). Condominiums are not exempted from and must comply with local zoning and building codes; and must provide evidence of adequate review for sanitation. Condominiums are allowed for all types of land uses. Review of site conditions and construction must be approved before a condominium can be approved.

State law requires the City of Bozeman to review each proposed condominium and verify that it meets all requirements. The City coordinates its review with the City-County Health Department or Department of Environmental Quality as needed to ensure all legal requirements are met. All condominium proposals are reviewed against the Unit Ownership Act – Condominiums, [Title 70 Chapter 23, MCA](#).

## CONDOMINIUM REVIEW CHECKLIST

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, 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. Narrative that includes date of construction for all buildings, zoning file number (if related site plan approval), number of units existing and proposed, and any supporting documentation;
5. Provide one of the three options under [76-4-122](#). If using number three, identify specific page and section where the exemption exists in your declaration;
6. Demonstrate compliance with all provisions of the Unit Ownership Act, Section [70-23-102](#) et seq., MCA;
7. Location map, including area within one-half mile of the site and north point indicator;
8. Parcel size(s) in gross acres and square feet;
9. Demonstrate that requirements under Parkland Dedication [BMC 38.420.020](#) have been met;
10. Floor plans. Existing and proposed;
11. Site plan that includes building(s) footprint(s); parking and circulation, existing landscaping and trash enclosure (if applicable). Ensure to include boundary line of property with dimensions;
12. Any applicable documents as required through the site plan process (i.e. stormwater management plan, common facility maintenance plans).

## 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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