

MODIFICATION APPLICATION PROCEDURE

A modification application is required when there is a change to an approved plan, reuse or change in use to an existing facility or further development of a site. Any amendment to or modification of a plan approved under the ordinance of BMC 38.230 must be submitted to the Planning office for review and possible approval. In most cases, changes are reviewed and approved administratively. The revised materials submitted shall meet the initial plan requirements as outlined in the initial plan review checklists and the Unified Development Code, Chapter 38 BMC.

MOD APPLICATION 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, irrigation 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) Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed to the plan.
- 5) Project file number associated with plan to be modified.
- 6) Site plan of existing conditions with north arrow, property dimensions, setbacks, existing easements, access points, vehicular and pedestrian circulation, buildings, natural features and topography.
- 7) Site plan of proposed changes with north arrow, property dimensions, location of buildings, parking, driveways/access points, landscaping, setbacks, easement locations, vehicular and pedestrian circulation, natural features and topography.
- 8) 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.
- 9) 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 if material changes are proposed.

- 10) For minor changes, include pictures, specifications and other information that will clearly express the proposed changes or alterations to the approved plan.
- 11) Cutsheets for proposed windows, doors, exterior lighting or other detailed modifications if building elevations are not detailed enough to depict features accurately.
- 12) Floor plans showing floor layout including square footage and proposed use for each room and area. Suggested scale is 1/4:1 foot.
- 13) Parking plan and calculations for all uses if proposed changes to the approved plan require review of parking requirements.
- 14) Photometric plan, exterior lighting cutsheets and specification if proposed modification to approved lighting plans.
- 15) Landscape plan if proposed modification to approved landscaping.
- 16) Irrigation plan if proposed modification to approved irrigation.
- 17) Other information as applicable to assist the City in a decision on the proposed modification.

REMOVAL OF PROPERTY FROM LEGACY PLANNED UNIT DEVELOPMENT (PUD)

A property owner may request removal of one or more parcels from a legacy PUD, per BMC Sec. 38.440.060. In addition to the 16 items above, the following items are required:

- 18) Letter request from current property owner per 38.440.060.B
- 19) PUD name and initial project review numbers – preliminary and final PUD
- 20) Legal description of property proposed to be removed from the Legacy PUD
- 21) Listing of any documents by title and document number recorded with the Gallatin County Clerk and Recorder related to the Legacy PUD
- 22) Identification of specific obligations binding on the property requested to be separated from the PUD, e.g. obligation to share in maintenance of infrastructure.
- 23) Acknowledgment that the City may require obligations for common facility maintenance to continue even if release from the PUD is approved.
- 24) Listing of any required infrastructure or other improvements required with the Legacy PUD and status as to completion of installation.
- 25) Acknowledgment that City release from the Legacy PUD does not amend any covenants applicable to the property.

REQUIRED FORMS

MOD

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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