

SPECIAL TEMPORARY USE PERMIT

SPECIAL TEMPORARY USE PERMIT APPLICATION PROCEDURE

Uses permitted subject to a special temporary use permit are those temporary uses which are required for the proper function of the community or are temporarily required in the process of establishing a permitted use, constructing a public facility or providing for response to an emergency. Such uses must be so conducted that they will not be detrimental in any way to the surrounding properties or to the community. Uses permitted subject to a special temporary use permit can be found in the [Bozeman Municipal Code section 38.230.060](#).

DIGITAL SUBMITTALS & NAMING PROTOCOL

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;

STUP CHECKLIST

1. Create and submit a Planning application using the [ProjectDox portal](#);
2. Project narrative providing a thorough description of what is being proposed. Including use, description of operations, numbers of temporary employees, days and hours proposed;
3. Proposed length of temporary use;
4. Legible sketch plan or site plan depending on project complexity with north arrow showing property dimensions, location of buildings, circulation, parking, driveways, fencing, landscaping, yard/setback locations, location of utilities, access, pedestrian facilities, and location of uses/changes proposed;
5. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet. Depending on complexity and extent of temporary use/site changes proposed changes to the site plan shall be clearly depicted on the site plan showing existing conditions or two separate site plans titled existing and proposed;
6. Floor plans showing floor layout including square footage and proposed use for each room and area within the building and clearly showing areas for temporary use. Suggested scale of ¼ to 1 foot;
7. Parking plan and calculations for all uses, including detailed location of on street parking if proposed changes to the property require review of parking requirements (e.g. intensification of use, large gatherings, sales, or events);
8. If temporary buildings or structures are proposed, include detailed pictures of each structure, specifications, fire ratings, proposed method of tie down/foundation, maximum occupancy and proposed access for both ingress and egress to the building(s);
9. If the proposed use requires a mobile vendor to be permanently parked at a location for an extended period of time, all items in the Mobile Vending Requirements, section [28.03.070 BMC](#), shall be addressed with the STUP application;
10. Other information as applicable to assist the City in a decision on the proposed temporary use(s).

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REQUIRED FORMS

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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