

SUBDIVISION VARIANCE REQUIREMENTS

A Subdivision Variance is a request to deviate from current City of Bozeman subdivision requirements. A Subdivision Variance would allow the property owner to deviate from the design and improvement standards set forth by the Bozeman Municipal Code when strict compliance would result in undue hardship for the property owner. This variance from the established requirements of the subdivision regulations does not change the purpose or intent of these regulations and undue hardship must be proven.

SUBDIVISION VARIANCE 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. A Subdivision Variance must be affiliated with the Preliminary Plat application.
3. Project Narrative providing a clear description of the variance requested and the reasons for the request and including detailed responses to the following:
 - a. Response to the requirement that the variance will not be detrimental to the public health, safety or general welfare, or be injurious to other adjoining properties;
 - b. Response to the requirement that because of the particular physical surroundings, shape or topographical conditions of the specific property involved, an undue hardship to the owner would result if strict interpretation of this chapter is enforced;
 - c. Response to the requirement that the variance will not cause a substantial increase in public cost; and
 - d. Response to the requirement that the variance will not, in any manner, place the subdivision in non-conformance with any other provision of this chapter (Chapter 38, BMC) or with the city's growth policy.
4. Location/vicinity map, including area within one-half mile of the site.
5. Site plan or plat as applicable with north arrow showing property dimensions subdivision layout, location of utilities, access, pedestrian facilities, and variance location. Suggested scale of 1 inch to 20 feet, but not less than 1 inch to 100 feet.
6. Other data or correspondence providing justification or evidence in support of the variance.

NOTICING

When applying for a Subdivision Variance, a public notice period is required.

1. Completed and signed property adjoiners certificate form N1.

REQUIRED FORMS

[N1](#), [PP](#)

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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