



## CONCEPT REVIEW APPLICATION

### CONCEPT APPLICATION PROCEDURE

Conceptual review is an opportunity for an applicant to discuss requirements, standards and procedures that apply to the development proposal. Major problems can be identified and solved during concept review before formal application is fully developed and submitted. Concept review applications are reviewed by the Development Review Committee and comments are provided in writing to the applicant following the review. The primary focus on concept review is to identify site specific challenges and/or constraints and critical path elements which will affect the review process or submittal requirements. Concept review is required for developments subject to [Section 38.230.090](#), BMC

### PROJECT

Development Name: \_\_\_\_\_  
Project Description: \_\_\_\_\_

### PROPERTY OWNER

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### REPRESENTATIVE

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROPERTY**

Full Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Total Building Square Footage: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Block Frontage(s): \_\_\_\_\_

Environmental Conditions (floodplain, watercourse, wetlands): \_\_\_\_\_

**CONCEPTUAL REVIEW REQUIREMENTS**

This handout provides details for the application requirements outlined in the project checklists. The outcome of the conceptual review process is dependent on the level and quality of information that is provided for the review. The more information and better quality that is provided for review, the greater the ability for the City to respond with specific comments.

**APPLICATION SET**

- 1) First page of the Concept Review Application filled out.
- 2) 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.
- 3) 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;
- 4) 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;

**CONCEPTUAL REVIEW CHECKLIST**

- 5) Project Narrative providing a description of the overall project including design intent,

project goals, project time frame, proposed uses, site improvements, buildings, anticipated parking demand and source of off street parking. If phasing is proposed, include a description of each individual phase as related to the overall improvements.

- 6) List of questions regarding specific project input.
- 7) Data regarding the existing zoning, site and building conditions, adjacent uses, available utilities and other related general information about adjacent land uses.
- 8) If existing structures are 50+ years old, provide color photos of all sides of the building.
- 9) If parkland is required, explain proposed way to satisfy per [Section 38.420](#), BMC.

## SITE PLANS

The following categories are the requirements for individual plan sheets. Depending on the scale and detail of the project, a single site plan displaying proposed conditions and civil requirements is allowed. If plan sheets are overly congested with line types and detail, produce individual sheets that separate the information.

- 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 displaying proposed development including:
  - a) Existing and proposed utilities labeled
  - b) Setbacks (Form and Intensity minimums, Block Frontage(s), Wetland, Watercourse) Annotated with distances in feet.
  - c) Pedestrian and vehicular circulation
  - d) Block frontage classification per BMC Section 38.510
  - e) Street vision triangles
  - f) Open space (if applicable)
  - g) Anticipated parking demand and source of off street parking
  - h) Building footprint
- 12) Natural features: All wetlands and wetland boundaries as identified by a wetland delineation (required to be labeled jurisdictional or non-jurisdictional), all proposed areas for fill, all watercourses with classification as identified by the Gallatin Conservation District, all agricultural irrigation facilities with identified ditch owners or operators.
- 13) Civil plan including:
  - a) Proposed utilities- electric, natural gas, telephone, cable, water, sewer
  - b) Easements (in correct dimensions and width)
  - c) Identify a stormwater strategy (surface vs. subgrade), and general location. Calculations not required.
  - d) Topographic contours
- 14) Proposed structure(s)
  - a) Conceptual building elevations with overall height, roof pitch, and transparency locations for block frontages
  - b) Floor plans with areas of each space identified with use (if known)
  - c) Building materials
- 15) Setbacks (Form and Intensity minimums, block frontage, wetland, watercourse). All setbacks must be annotated with type. Show the building footprints and any proposed encroachments. Any

setback or property line encroachments must be clearly shown and be noted with encroachment type (e.g. awning, weather protection, cantilever, lighting, eave, etc.)

16) Landscape plan including:

- a) If known, the landscape design approval pathway selected for compliance (prescriptive vs. performance);
- b) The general location of street trees, screening, landscape separation, and parking lot landscaping, as applicable to the project;
- c) The general location and square footage of the proposed landscape types, such as:
  - i) Turf;
  - ii) Seed Mix; and
  - iii) All other plants except for trees;

17) List the proposed landscape water supply source, location, and ownership (e.g. private or public) with a brief description of how this water will be used.

18) If phasing is proposed, a separate phasing plan with phases clearly identified.

**APPLICATION FEE**

Base fee – No Fee

**CONTACT US**

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