

# GROWTH POLICY AMENDMENT CHECKLIST

## GROWTH POLICY AMENDMENT APPLICATION PROCEDURE

A Growth Policy Amendment (GPA), requests a change to the uses, policies, and issues surrounding a specific neighborhood or geographic location. The amendment is proposed by the City Commission, a property owner, or interested members of the public and may involve changes to either the text of the plan or the future land use map.

## GPA 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, 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. Complete and signed property adjoiners certificate form N1 and materials. May not be applicable if only amending the text.
5. Project narrative including a detailed response to the following:
  - a. Does the proposed amendment cure a deficiency in the growth policy or result in an improved growth policy which better responds to the needs of the general community? How?
  - b. Does the proposed amendment create inconsistencies within the growth policy, either between the goals and the map or between goals and objectives? Why not? If inconsistencies are identified then additional changes must be provided to remove the inconsistencies.
  - c. Is the proposed amendment consistent with the overall intent of the growth policy? How?
  - d. Does the proposed amendment adversely affect the community as a whole or significant portion by:
    - i. Significantly altering acceptable existing and future land use patterns, as defined in the text and maps of the plan? How does it not?
    - ii. Requiring unmitigated larger and more expensive improvements to streets, water, sewer, or other public facilities or services and which, therefore, may impact development of other lands? How does it not?
    - iii. Adversely impacting existing uses because of unmitigated greater than anticipated impacts on facilities and services? How does it not?
    - iv. Negatively affecting the health and safety of residents? How does it not?
6. If text amendment, provide language to be removed from the growth policy in strikeout format on the original pages, if new text is proposed, provide new text and location to be inserted into the growth policy.
7. If map amendment, provide an exhibit of the property to be modified. Provide existing land use designation and the proposed land use designation. The exhibit should include the legal limits of the property and size in square feet and acreage.

## AMENDMENT TYPE

Text Amendment

Map Amendment

# GPA APPLICATION CHECKLIST

## NOTICING

When applying for a Growth Policy Amendment, a public notice period is required.

1. Completed and signed property adjoiners certificate form N1. May not be applicable if only amending the text.

## REQUIRED FORMS

[GPA, N1](#)

## APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted July 1st.

## CONTACT US

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