

NOTICING CHECKLIST

NOTICING PROCEDURE

Notice is required for certain projects in order for citizens to participate in decision making which affects their interests and provides opportunity to receive information pertinent to an application that would not otherwise be available to the decision maker. The applicant is responsible for posting the project site and mailing a notice per the requirements of the Bozeman Municipal Code (BMC). Public noticing for comment periods or hearings and associated application information, timing, type, and location is required by law per [Section 38.220.400, BMC](#). See form [N2 Noticing Instructions and Declaration Form](#) on how to notice your project, send mailings, and post on the project site.

NOTICING CHECKLIST (NON-CERTIFIED MAILINGS)

The following is required materials for applications that do not require certified mail- Site Plan, Master Site Plan, Conditional Use Permit, Special Use Permit, Variance, Deviation, First Minor Subdivision, Planned Unit Development, Appeals, Zone Map Amendment, Growth Policy Amendment, Annexation.

1. Completed and signed property adjoiners certificate form N1.
2. Legible list of full names and addresses of all property owners within 200 feet of the project site, attached to this checklist.

NOTICING CHECKLIST (CERTIFIED MAILINGS)

The following is required materials for applications that do require certified mail- Major and Subsequent Minor Subdivisions.

1. Completed and signed property adjoiners certificate form N1.
2. Legible list of full names and addresses of all property owners within 200 feet of the project site and not physically contiguous (touching a boundary) to the subdivision, attached to this checklist. Clearly label list **ADJOINER NOT CONTIGUOUS**.
3. Legible list of full names and addresses of all property owners physically contiguous (touching a boundary) including recorded purchasers under contract for deed to be sent certified mail attached to this checklist. Clearly label list **ADJOINER CONTIGUOUS**.

PROPERTY OWNER RECORDS

Current property owners of record can be found at the Gallatin County Clerk and Recorder's Office in the Gallatin County Courthouse at 311 West Main Street Bozeman, Montana.

CERTIFICATION AND SIGNATURES

I, _____, hereby certify that, to the best of my knowledge, the attached name and address list of all adjoining property owners (including all condominium owners), within 200 feet of the property located at _____, is a true and accurate list from the last declared Gallatin County tax records. I further understand that an inaccurate list may delay review of the project.

Signature

Date

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