

ZONE MAP AMENDMENT CHECKLIST

ZONE MAP AMENDMENT APPLICATION PROCEDURE

A Zone Map Amendment (ZMA), requests a change of zoning to an existing parcel or as part of an annexation to a property that requires a zoning designation. If the rezone is part of an annexation, this handout provides details for the application requirements required to rezone a property.

ZMA 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.
5. Project narrative including a detailed response to the following:
 - a. Is the new zoning designed in accordance with the growth policy? How?
 - b. Will the new zoning secure safety from fire and other dangers? How?
 - c. Will the new zoning promote public health, safety and welfare? How?
 - d. Will the new zoning facilitate the adequate provisions of transportation, water, sewage, schools, parks and other public requirements? How?
 - e. Will the new zoning provide reasonable provision of adequate light and air? How?
 - f. Will the new zoning have an effect on motorize and non-motorized transportation systems? How?
 - g. Does the new zoning promote compatible urban growth? How?
 - h. Does the new zoning promote the character of the district? How?
 - i. Does the new zoning address the affected area’s peculiar suitability for particular uses? How?
 - j. Was the new zoning adopted with a view of conserving the values of buildings? How?
 - k. How does the new zoning encourage the most appropriate use of land throughout the jurisdictional area? How?

ZMA MINIMUM NARRATIVE STANDARD

As an amendment is a legislative action, the Commission has broad latitude to determine a policy direction. The burden of proof that the application should be approved lies with the applicant.

A zone map amendment must be in accordance with the growth policy (criteria A) and be designed to secure safety from fire and other dangers (criteria B), promote public health, public safety, and general welfare (criteria C), and facilitate the provision of transportation, water, sewerage, schools, parks and other public requirements (criteria D). Therefore, to approve a zone map amendment the Commission must find Criteria A-D are met.

In addition, the Commission must also consider criteria E-K, and may find the zone map amendment to be positive, neutral, or negative with regards to these criteria. To approve the zone map amendment, the Commission must find the positive outcomes of the amendment outweigh negative outcomes for criteria E-K. In determining whether the criteria are met, the City considers the entire body of regulations for land development. Standards which prevent or mitigated negative impacts are incorporated throughout the entire municipal code but are principally in Chapter 38, Unified Development Code.

The information, or argument, is necessary to make a decision. Statements supporting the application must identify goals and objectives of the Growth Policy advanced by the proposed change. Conclusory statements are not arguments for a proposed change. Your argument is critical to the success or failure of your application. Please refer to [example findings](#) to help inform your analysis.

ZMA APPLICATION CHECKLIST

Be aware your application will be analyzed against spot zoning and is a primary component of the public review. You may wish to comment to ensure your request is successful and defensible.

ZMA MAP REQUIREMENTS

1. Include an exhibit of the property to be modified. Provide existing zoning designation and the proposed zoning designation clearly labeled. The exhibit should include the legal limits of the property and size in square feet and acreage. If adjacent to a right-of-way, the zoning should extend to the centerline of the right of way.
2. Scale not greater than 1 inch to 20 feet nor less than 1 inch to 100 feet.
3. Scale, north arrow and date of preparation.
4. Subject property well defined.
5. Existing zoning of the surrounding property, including County zoned properties if applicable.
6. Boundaries of proposed zoning (if more than one designation being requested) well defined.
7. Proximity of all existing and proposed water and sewer mains and extension.
8. Location of all existing structures on the subject property.
9. Adjacent streets and street right-of-ways.
10. Water bodies and wetlands.

CERTIFICATION AND SIGNATURES

I (We), the undersigned, hereby certify that the information contained in this application is true and correct to the best of my (our) knowledge.

Property Owner's Signature(s) _____
Date

State of _____

County of _____

On this _____ date of _____, 20___, before me, a Notary Public and the State of _____,

personally appeared _____, known to me to be the person(s) whose name(s) is(are) subscribed to the above instrument and acknowledge to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the date and year first above written.

Notary Public for State of _____

Residing at _____

My Commission Expires _____

REQUIRED FORMS

[N1](#), [ANNX](#) (if property is being annexed into City)

APPLICATION FEE

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

CONTACT US

Alfred M. Stiff Professional Building

20 East Olive Street

PO Box 1230

Bozeman, MT 59715

phone 406-582-2260

fax 406-582-2263

planning@bozeman.net

www.bozeman.net/planning