

COMPREHENSIVE SIGN PLAN

COMPREHENSIVE SIGN PLAN APPLICATION PROCEDURE

A comprehensive sign plan must be submitted for all NEW commercial, office, industrial and civic uses consisting of two or more tenant or occupant spaces on a lot, or two or more lots subject to a common development permit or plan. The purpose of the plan is to coordinate graphics and signs with building design. All signage must be within the permitted square footage as described in [Chapter 38.560.080, of the Bozeman Municipal Code](#).

DIGITAL SUBMITTALS & NAMING PROTOCOL

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;

COMPREHENSIVE SIGN PLAN CHECKLIST

1. Create and submit a Planning application using the [ProjectDox portal](#);
2. A sign design guideline narrative explaining how the signs on the building(s) or development coordinate with each other and with the building(s) design. The coordination may be achieved by the following:
 - a. Common type of sign supports and mounting.
 - b. Using a common type of design components such as font, color elements, materials or style.
 - c. Using a common form of illumination or compatible forms of illumination.
 - d. Placing the signs in a balanced or appropriate location to reflect the building design.
 - e. Other design solutions consistent with the intent and purpose of the sign requirements in Section 38.560.010 of the Bozeman Municipal Code.
3. For projects within the Neighborhood Conservation Overlay District provide additional requirements in the narrative to assure that all signage proposed on the site will comply with the applicable design guidelines related to signage for each overlay district
4. If wall signs are proposed on individual buildings, scaled elevations of the building(s) with all existing and proposed sign locations on the building identified by sign type and maximum size for each location.
5. If free standing signs are proposed on the site, a scaled site plan with all utilities, easements, property lines, setbacks, yard requirements, and sight vision triangles clearly identified. Provide proposed freestanding signage locations and identify signage type, size, location, and source of power if illuminated.
6. The overall signage calculation for the allowable signage for the building (s) or development consistent with the requirements of Section 38.560.060 of the Bozeman Municipal Code. Provide building frontage dimensions for each building as measured by the maximum dimension of the building front measured on a straight line parallel to the street, but excluding facades facing alleys or driveways.
7. The name and address of sign approval authority (landlord, developer, property owner, design committee, or no approval necessary.)

8. A method for property owner distribution of the allowable signage to each tenant space.
9. The total number of tenant spaces and current square footage of each tenant space. Provide an exhibit that identifies the location of each tenant space in the building with a coordinating street address for each space.
10. For multi-tenant buildings over 100,000 square feet provide total gross square footage of the building.
11. Any additional design guidelines proposed by the property owner that will apply to the signage allowed on site.
12. Any additional rules on temporary signage that are proposed.

REQUIRED FORMS

CSP

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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