

## SPECIAL USE PERMIT CHECKLIST

### SPECIAL USE PERMIT APPLICATION PROCEDURE

A Special Use Permit (SUP) allows a use that wouldn't typically be allowed in an area but would be compatible with existing uses. A SUP is required for all uses listed as "special" in the Bozeman Unified Development Code (UDC). This handout provides details for the application requirements required to apply for a SUP. A SUP is an administrative review process.

### SUP 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. A project narrative providing a thorough description of what uses are being proposed and how they will function on the site. Include a detailed response to the following:
  - a. How the site for the proposed use is adequate in size and topography to accommodate such use.
  - b. How the proposed use will have no material adverse effect upon the abutting property.
  - c. That any additional conditions stated in the approval are deemed necessary to protect the public health, safety and welfare. See [Section 38.230.110.E.3](#), BMC for more details.
5. Location/vicinity map including area within one-half mile of site.
6. Site plan with north arrow, property dimensions, location of buildings, parking, driveways, off street loading, landscaping, location of utilities, access, pedestrian facilities and proposed use location.
7. Floor plans showing floor layout including square footage and proposed use for each room and area within the building.
8. For alcohol production sales and service and gaming uses, the floor plan shall show the complete layout of the restaurant with production/manufacturing/kitchen uses, gaming area and restaurant serving areas (seating) by location and square footage.
9. Parking calculations for all uses including detailed calculations of deductions if proposed.

### REQUIRED FORMS

[N1](#), [SP](#) (if affiliated with a site plan application)

### 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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