



ZONING PROJECT APPLICATION GUIDE

CREATE AN ACCOUNT & APPLY ONLINE: <https://services.billingsmt.gov/citizenaccess/>

PREFERRED BROWSERS: CHROME, FIREFOX, AND INTERNET EXPLORER. This application does not work well with MS EDGE.

NOTICE

ALL APPLICATION SUBMITALS MUST BE COMPLETE WITH PAYMENT, AND UPLOADED PDF FORMAT APPLICATION/SIGNATURE PAGE AND DOCUMENTS FOR THE APPLICATION REQUESTED.

ZONING PROJECTS REQUIRE A COMPLETENESS REVIEW BEFORE BEING ACCEPTED AS A PROJECT. TO SUBMIT COMPLETE THE APPLICATION ONLINE AND UPLOAD A COMPLETE ZONING APPLICATION PACKET. STAFF WILL RESPOND BY EMAIL AND VERIFY THAT THE APPLICATION IS COMPLETE.

ZONING ONLINE APPLICATIONS

[HTTPS://SERVICES.BILLINGSMT.GOV/CITIZENACCESS/](https://services.billingsmt.gov/citizenaccess/)

The screenshot shows the 'Citizen Access' page of the City of Billings website. The page features a navigation bar with the City of Billings logo and a sidebar with links for 'Public Access', 'Log In', 'New User', and 'Forgot Password'. The main content area includes a 'Citizen Access' heading, a '*** UPDATE - NEW PAYMENT FEATURES! ***' notice, and a login form with fields for 'Email Address' and 'Password'. Below the login form are 'Log In' and 'New User' buttons. A note at the bottom of the login form states: 'For ComDev (Permits, Projects & Licensing) log in below. To log in, please provide the information below or select New User'.

START ENTERING HERE:

A. PROJECT APPLICATION→SUMMARY

- **Project Name:** Enter the complete address and legal description for the parcel
- **Description:** Enter the Zoning Application type (Zone Change, Special Review, Variance)
- **Classification:** Use the drop down box to choose the application type.

comdev

Apply for Permit...

My Applications

Pay Fees

Parcels

FAQ's

User Profile

Home

Log Out

Project Application -> Summary

Details

Project Name: 1234 Grand Way

Short Description of activity:

Classification: PZX9A - ZON - CITY ZONE CHANGE - RESIDENTIAL

Primary Party: Tammy Deines

Dates

Submit Date: 05/21/2020

Message

Enter Project Details

Back Cancel Help Next Finish

B. PROJECT APPLICATION→ SEARCH AND CLICK TO CHOOSE THE ADDRESS. Enter by Address using the search button, clicking on the correct address information to add the address to the project

About! Logged in as: deineest@ci.billings.mt.us Citizen Access

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Apply for Permit...

Apply for Project...

My Applications

Pay Fees

Parcels

FAQ's

User Profile

Home

Log Out

Project Application -> Parcel

Parcels

Add Parcel/Address

Location by: ☒ Parcel ☐ Address

Sub/Cert Survey/Township

Block /Range

Lot/Tract/Section

Unit

Search

Message

Add at least one parcel

Back Cancel Help Next Finish

..

If the location does not have an assigned address, Enter by Parcel Use the parcel table to locate the certificate of survey or Subdivision code included with this document. Search & Select the corresponding address or description.



ZONING PROJECT APPLICATION GUIDE

Search by Legal Description Example: Search for Ridgewood Estates 2nd Filing Block 2 Lot 14 (RD2-002-014)				Notes
1.	Subdivision Code: Ridgewood Estates 2 nd Filing		RD2	See Subdivision Code List
2.	Block 2		002	Will always have 3 numbers
3.	*Block 2 Amended		002A	*Will always have 3 numbers followed by Amended Lot Designation (002A)
4.	Lot 14		014	Will always have 3 numbers
5.	*Lot 14 Amended		014A	*3 numbers followed by Amended Lot Designation (14A)
Search by Certificate of Survey Example: CS 5, Parcel 1A1 (0005-000-001A1)*				Notes
1.	Certificate of Survey 5		0005	Requires 4 numbers in the certificate of survey field-See Subdivision Code Listing for the Survey Code.
2.	*Block/Range		000	*The block/range field has 000 as it is not available with the legal description.
3.	Parcel 1		001	Parcel number of 3 digits followed by Amended Parcel #
4.	*Parcel 1A1		001A1	Parcel number of 3 digits followed by Amended Parcel #
Search by Township, Range, and Section (If no other parcel information is available) Example: T1N-R23E-SEC 05				Notes
1.	Township 1 North		T1N	Township codes are included with the Subdivision Codes
2.	Range 23 East		R23E	Always 4 characters
3.	Section 05		SEC 05	Section information is entered with SEC a space and the section number. The section number must be at least 2 numbers

C. Project Application→Specifics Window: Enter the values for all fields. Enter the requested COMPLETENESS REVIEW DATE. If a field does not apply, enter NA.

About Logged in as: delnest@ci.billings.mt.us Citizen Access

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Apply for Permit...
Apply for Project...
My Applications
Pay Fees
Parcels
FAQ's
User Profile
Home
Log Out

Project Application -> Specifics

Attributes

Prompt	Value
PROPOSED PRE-APP MEETING DATE:	
Agent/Engineer	Angle Surveying
Land Use-Existing	Agricultural
Land Use-Proposed	Agricultural
Zoning-Existing	AO-Agricultural-Open
Zoning-Proposed	AO-Agricultural-Open
City Ward:	
Area - Gross (Acres):	
Area - Net (Acres):	
Area - Square Feet:	
Lot Size-Maximum (Acres):	
Lot Size-Maximum (Sq. Feet)	
Lot Size-Minimum (Acres):	
Lot Size-Minimum (Sq. Feet)	
Neighborhood/Task Force	Central/Terry Park
Enter the Task Force Chairperson:	

Message

D. Project Application→Requirements Window: This is a listing of required documents to be uploaded for the project. Check all that will be included with the application.

Project Application -> Requirements

Requirements

Prompt	
ZONING - 300' RADIUS MAP	<input checked="" type="checkbox"/>
ZONING - APPLICATION FILING FEE W/\$50 SIGN DEPOSIT	<input type="checkbox"/>
ZONING - APPLICATION QUESTIONNAIRE & SIGNATURE PAGE	<input type="checkbox"/>
ZONING - CERTIFIED DEPT REV. PROPERTY OWNERS LIST	<input type="checkbox"/>
ZONING - COVENANTS & DEED RESTRICTIONS ON PROPERTY	<input type="checkbox"/>
ZONING - DIMENSIONED SITE PLAN	<input type="checkbox"/>
ZONING - NEIGHBORHOOD MEETING ATTENDANCE ROSTER	<input type="checkbox"/>
ZONING - NEIGHBORHOOD MEETING SYNOPSIS	<input type="checkbox"/>
ZONING - PHOTOGRAPHS	<input type="checkbox"/>
ZONING - PREAPPLICATION MEETING NOTICE	<input type="checkbox"/>
ZONING - PROPERTY MAP	<input type="checkbox"/>
ZONING - ZONE CHANGE PLAN	<input type="checkbox"/>

Message
Enter values for all fields

Back Cancel Help Next Finish



ZONING PROJECT APPLICATION GUIDE

E. Project Application→Documents Window: Click Next to Continue. No Documents required at this time.

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Project Application -> Acknowledgements

Acknowledgements

Acknowledgement	Accept
A project fee must accompany all project applications. No application will be processed until the required fee is paid in full. **THIS FEE IS NON-REFUNDABLE AND IS NO GUARANTEE THAT THE PROJECT WILL BE GRANTED.**	<input type="checkbox"/>

Message

Please check the Acknowledgments

Back Cancel Help **Next** Finish

F. Project Application→ Blanket Project Window. Not Required. Click Next.

G. Project Application→Acknowledgements Window: Read and Check the boxes to accept the Acknowledgment posted for the project.in order to proceed.

Project Application -> Acknowledgements

Acknowledgements

Acknowledgement	
The City of Billings requires a pre-application neighborhood meeting for each zone change request. The Planning Division will provide a list and mailing labels of property owners within 300 feet (or more) of the exterior boundary of a proposed zone change. This list of owners is based on best available information but is not certified by the Clerk & Recorder of Yellowstone County. A certified list of surrounding property owners is still required at the time a zone change application is submitted to the Planning Division. The surrounding property owners within 300 feet (or more), the Planning Division and the Neighborhood Task Force (if any) must be notified by mail at least seven (7) calendar days in advance of the required pre-application neighborhood meeting. Visit for more information: https://ci.billings.mt.us/DocumentCenter/View/39895/City-Zone-Change-Packet-2020_2021	<input type="checkbox"/>
In an effort to ensure all new zoning applications are complete and can be successfully processed by the Planning staff, advisory boards and decision making bodies, we now require an application review appointment at the time of submittal. In general, an application review appointment will take approximately ½ hour. Appointments can be scheduled on the deadline day for applications (the 1st Monday of each month), or any day prior to the application deadline depending on staff availability. Please call 657-8247 to schedule an application review appointment or send an email to Jeannette Vieg at vielj@billingsmt.gov	<input type="checkbox"/>
A project fee must accompany all zoning applications. No application will be processed until the required fee is paid in full. **THIS FEE IS NON-REFUNDABLE AND IS NO GUARANTEE THAT THE ZONING APPLICATION WILL BE GRANTED.** A \$50.00 deposit for posting of zoning request signs is required at the time the application is received. The deposit will be returned when the sign is returned by the applicant or agent at the first public hearing. If the sign is not returned at the first public hearing, the deposit will be retained.	<input type="checkbox"/>
For Zone Change Pre-application and Application Deadlines, and Zone Change application information refer to the County Zone Change Packet here: https://ci.billings.mt.us/DocumentCenter/View/39899/County-Zone-Change-Packet-2020_2021	<input type="checkbox"/>

Message

Please check the Acknowledgments

Back Cancel Help Next Finish

H. Project Application→Finish Window. Review the information on the screen to ensure it is correct. Click Finish to Submit your Application for Processing.

Project Application -> Finish

Project **PZX9A - ZON - CITY ZONE CHANGE - RESIDENTIAL**

Primary on Project

Name	Tammy Deines
Address	2825 3rd Ave N

Inspections associated with this project
No inspections associated with this project

Reviews associated with this project

Review	
ZON - VAR CHANGE APP RECEIVED	CITY COUNTY PLANNING
FILE CLOSURE-PLN BLUE BOOK PG	CITY COUNTY PLANNING
ZON - APP COMPLETENESS REVIEW	CITY COUNTY PLANNING

Message
Click Finish to Submit your Application for Processing

Back Cancel Help Next **Finish**

I. Processed Window: The application will process and provide you with the summary screen and the project #. PZX-YR-XXXXX. THIS NUMBER WILL IDENTIFY THE PROJECT FOR THE LIFE OF THE PROJECT

Summary **Parties** Attributes Fees Reviews Requirements Attachments

Back Refresh

Details

Project Name	1234 Grand Way
Project Work Description	Zone Change Request
Project #:	PZX-20-00111
Classification:	PZX9A - ZON - CITY ZONE CHANGE - RESIDENTIAL
Primary Party:	Deines, Tammy
Planner	Tammy Deines
Status:	PROGRESS

Parcels

Primary	Address	Parcel No
✓	2825 3RD AVE N	BLG-045-013-24-8

Dates

Submit Date:	05/21/2020
Approval Date:	none
Mandatory Completion Date:	none
Mandatory Action Date:	none

J. Summary Window Tabs

1. Parties Tab: Applicant and Related parties Contact information is required. Click "Add Party" to include applicant information.

about Logged in as: deines@ci.billings.mt.us Citizen Access

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Apply for Permit...
Apply for Permit...
My Applications
Pay Fees
Parcels
FAQ's
User Profile
Home
Log Out

Summary **Parties** Attributes Fees Reviews Requirements Attachments

Add Party

First Name:	Sam
Last Name:	Smith
Email Address:	Smith@gmail.com
Contact Phone Number:	406-555-1212
Address line1:	999 West 3rd St
Address line2:	
City:	Billings
State:	MT
Zip:	59102

Save Cancel



ZONING PROJECT APPLICATION GUIDE

2. **Attachments Tab:** Click the Upload New button to upload the required project documents. Submit.

File Upload

Specify a file located in your local system [Browse...](#)

[Upload](#) [Cancel](#)

Summary Parties Attributes Fees Reviews Requirements **Attachments**

Attachments

Title	Final	View
-------	-------	------

[Upload New](#) [Submit](#)

REQUIRED UPLOADS

SIGNED APPLICATION FORM

STATEMENT ANSWERING ZONING APPLICATION QUESTIONS

RADIUS MAP AND CERTIFIED LIST OF PROPERTY OWNERS

SITE PLAN

TYPED MAILING LABELS FOR CERTIFIED PROPERTY OWNERS

PREAPPLICATION MEETING INFORMATION (ZONE CHANGES ONLY)

3. **Fees Tab:** Click "Pay Balance to enter credit card information.

Summary Parties Attributes **Fees** Reviews Requirements Attachments

	Amount	Balance
EXEMPT PLAT-CITY:	\$200.00	\$200.00
Total:	\$200.00	\$200.00

[Print Fees](#) [Pay Balance](#)

Enter Payment Information

Online Fee Payment Center

Module	App No	Amount
PROJECT	PZX-20-00108	\$200.00
Total Payment:		\$200.00

Payment Source

Payment Type: ☒ One Time

Card Type: [Discover](#)

Credit Card Number:

CVV: [Help Me Find It!](#)

Expiration Date:

Name:

Billing Address:

City:

State: Zip:

[cancel](#) [next](#)

4. The application is submitted. Staff receives the email below contacts the applicant following an application review for completeness. **Applications are deemed incomplete and will carry a “HOLD” status until the assigned Planner deems the application as “complete”.**

