



## 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.

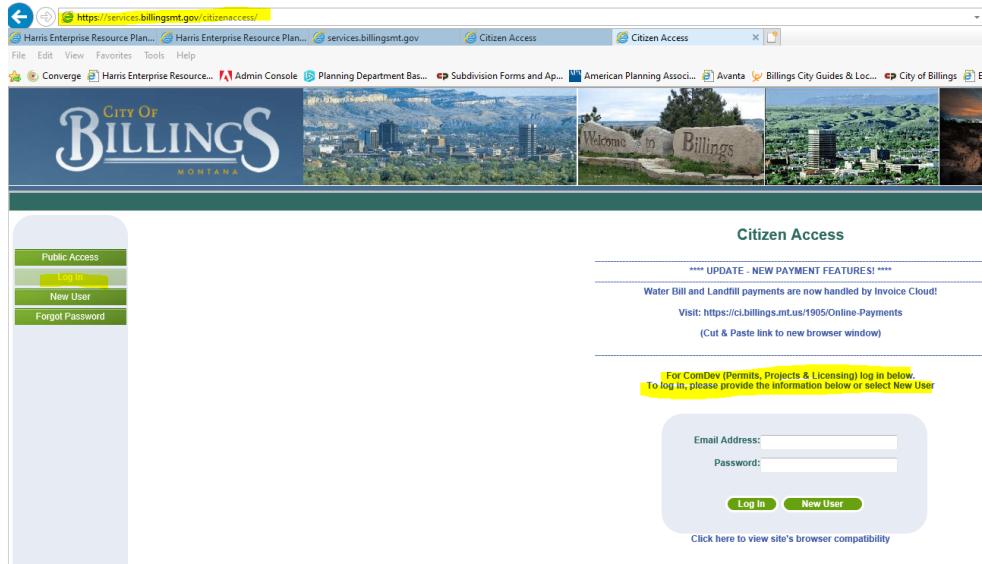
### **NOTICE**

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/)



## 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.

Project Application -> Summary

Details

Project Name: 1234 Grand Way

Short Description of activity:

Classification: Zone Change Request

Primary Party: DZX9A - ZON - CITY ZONE CHANGE - RESIDENTIAL

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

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Apply for Project...

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Project Application -> Parcel

Parcels

Add Parcel/Address

Location by:  Parcel  Address

Sub/Cent 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.



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<b>Search by Legal Description</b> <b>Example: Search for Ridgewood Estates 2nd Filing Block 2 Lot 14 (RD2-002-014)</b>			<b>Notes</b>
1.	Subdivision Code: Ridgewood Estates 2 <sup>nd</sup> 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)
<b>Search by Certificate of Survey</b> <b>Example: CS 5, Parcel 1A1 (0005-000-001A1)*</b>			<b>Notes</b>
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 #
<b>Search by Township, Range, and Section</b> (If no other parcel information is available) <b>Example: T1N-R23E-SEC 05</b>			<b>Notes</b>
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 <b>SEC a space and the section number</b> . 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.

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comdev	Project Application > Specifics	
Apply for Permit...	Attributes	
Apply for Project	Prompt	Value
My Applications	PROPOSED PRE-APP MEETING DATE:	<input type="text"/>
Pay Fees	Agent/Engineer	Angle Surveying
Parcels	Land Use-Existing	Agricultural
FAQ's	Land Use-Proposed	Agricultural
User Profile	Zoning-Existing	AO-Agricultural-Open
Home	Zoning-Proposed	AO-Agricultural-Open
Log Out	City Ward:	<input type="text"/>
	Area - Gross (Acres):	<input type="text"/>
	Area - Net (Acres):	<input type="text"/>
	Area - Square Feet:	<input type="text"/>
	Lot Size-Maximum (Acres):	<input type="text"/>
	Lot Size-Maximum (Sq. Feet):	<input type="text"/>
	Lot Size-Minimum (Acres):	<input type="text"/>
	Lot Size-Minimum (Sq. Feet):	<input type="text"/>
	Neighborhood/Task Force	Central/Terry Park
	Enter the Task Force Chairperson:	<input type="text"/>
	Message	<input type="text"/>

**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 type="checkbox"/>
ZONING - APPLICATION FILING FEE W/\$50 SIGN DEPOSIT	<input type="checkbox"/>
ZONING - APPLICATION QUESTIONAIRE & 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**



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

Project Application -> Acknowledgements

Acknowledgements  **Acknowledgement**

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.\*\***

Message **Please check the Acknowledgments**

Back Cancel Help **Next** Finish

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### 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](https://ci.billings.mt.us/DocumentCenter/View/39895/City-Zone-Change-Packet-2020_2021)

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 [viegj@billingsmt.gov](mailto:viegj@billingsmt.gov)

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.

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](https://ci.billings.mt.us/DocumentCenter/View/39899/County-Zone-Change-Packet-2020_2021)

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

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Summary [Parties](#) [Attributes](#) [Fees](#) [Reviews](#) [Requirements](#) [Attachments](#)

Details

Project Name	1234 Grand Way
Project Work Description	Zone Change Request
Project #:	<b>PZX-20-00111</b>
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.

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Summary **Parties** Attributes Fees Reviews Requirements Attachments

Add Party

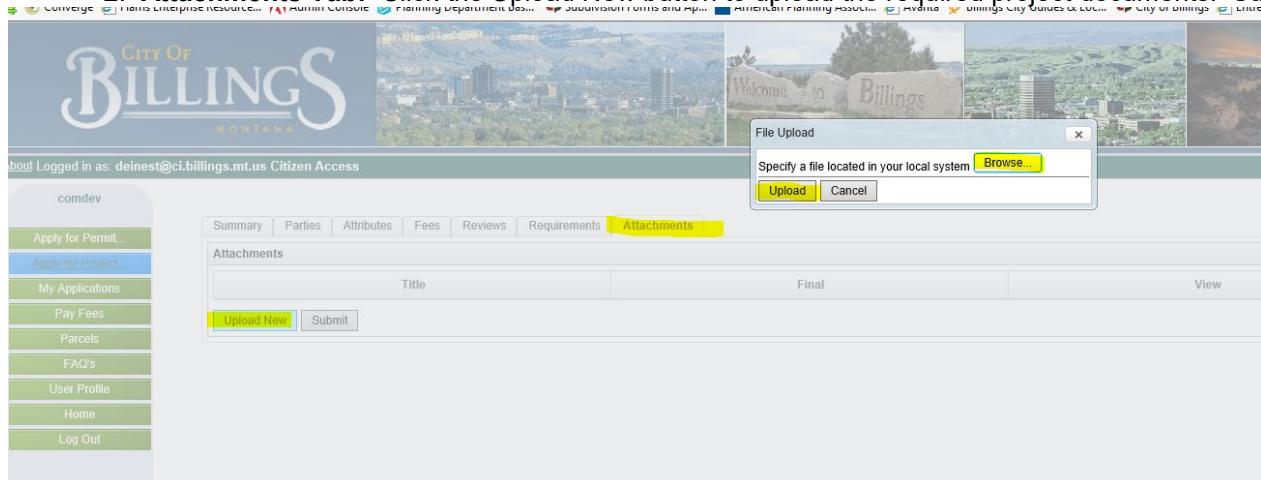
First Name:	Sam
Last Name:	Smith
Email Address:	Ssmith@gmail.com
Contact Phone Number:	406-555-1212
Address line1:	999 West 3rd St
Address line2:	
City:	Billings
State:	MT
Zip:	59102

[Save](#) [Cancel](#)



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



### **REQUIRED UPLOADS**

SIGNED APPLICATION FORM

STATEMENT ANSWERING ZONING APPLICATION QUESTIONS

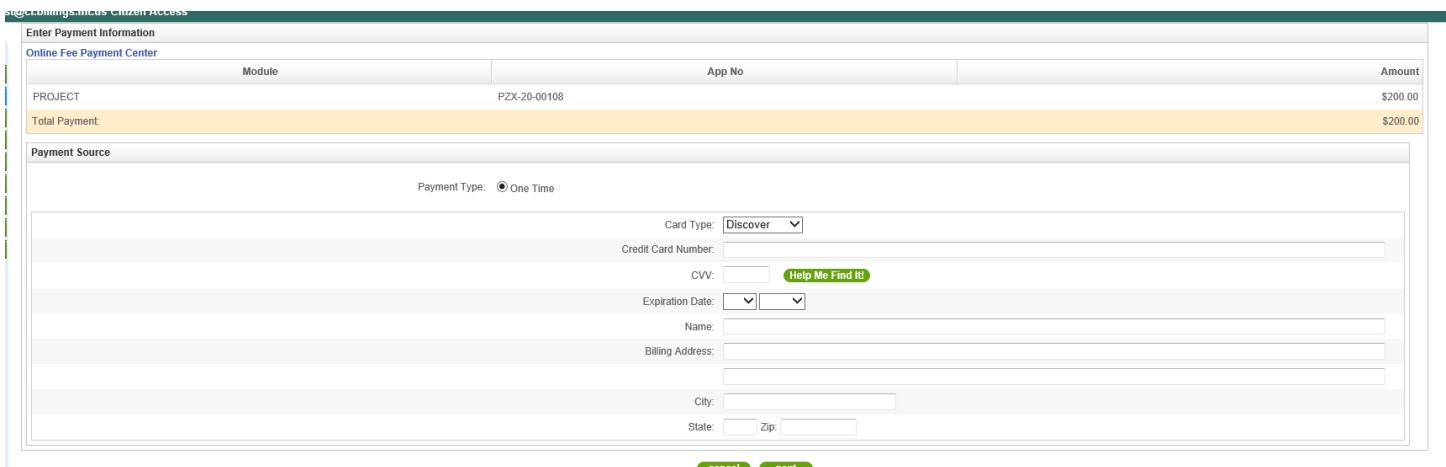
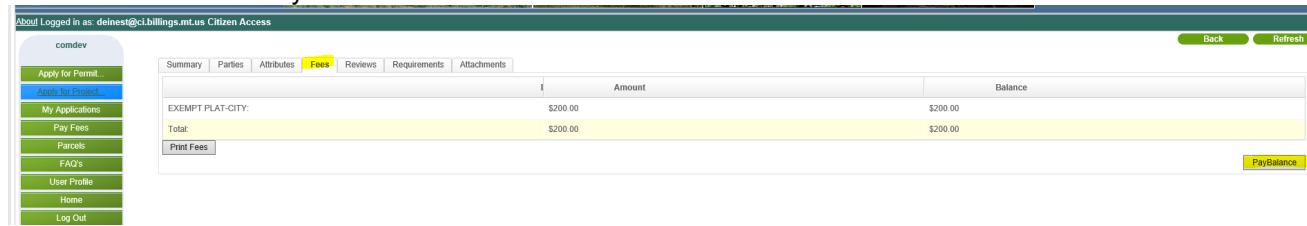
RADIUS MAP AND CERTIFIED LIST OF PROPERTY OWNERS

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.



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”.

 Reply  Reply All  Forward

Mon 5/11/2020 11:40 AM



no-reply@innoprise.com

New project PZX-20-00108 has been added

To Deines, Tammy

 Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. This message was marked as spam using a junk filter other than the Outlook Junk E-mail filter.

New project PZX-20-00108 has been added via Citizen Access and is ready for review