

Requirements: Please apply online through the Citizen Access portal:

<https://services.billingsmt.gov/citizenaccess/>. 1) Create a login in 2) Create a Personal Account 3) Apply for CITY SPECIAL REVIEW 4) Select CITY SPECIAL REVIEW for the Project type. 5) Complete Application. 6) Select PAY FEES - Call (406) 657-8247 if you need assistance.

NO forms are included in this packet of procedural information. Application forms are available as separate documents on line here: <https://www.billingsmt.gov/802/Zoning-Permits-and-Applications>

CITY SPECIAL REVIEW 2026



These application packets have been updated. Please read carefully. Applications not completed appropriately may be deemed as an incomplete application causing delay or rejection.

APPLICATION DEADLINE – FIRST WORKDAY OF THE MONTH

SPECIAL REVIEW APPLICATION

Process Review Packet

CITY OF BILLINGS

Planning & Community Services Department

Phone: (406) 657-8247 – (406) 247-8610

Website: <https://www.billingsmt.gov/755/Zoning-Information>
plnonline@billingsmt.gov – application information and forms

Special Reviews involve a request for a use in a zone district that may or may not be acceptable on a specific parcel of land. The process for review and decisions on special review requests is outlined in [Section 27-1623](#) of the Billings, MT City Code (BMCC). Special review uses are noted in the [Table of Uses in Section 27-1002](#) of the BMCC by a letter designation of “SR”. A limited number of specific uses are subject to special review that may or may not be appropriate in a particular district, depending upon all the circumstances of the individual use on the site and in context with surrounding development. Consideration of these uses includes examination of the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets, and potential environmental effects, and whether specific conditions can be applied to mitigate the potential negative impacts of the use. Special review uses are special exceptions to the general terms of this zoning code.

All special review uses must be reviewed using the criteria in [Section 27-1623](#):

1. The special review use is consistent with the city's growth policy and applicable neighborhood plans, if any;
2. The establishment, maintenance, or operation of the special review use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
3. The site for the proposed use is adequate in size and topography to accommodate the use while meeting the other requirements of this zoning code, including zone district dimensions, landscaping requirements, and parking;
4. The special review use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
5. The special review use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
6. Conditions necessary to protect the public health, safety, and general welfare can be established, including but not limited to conditions on:
 - (a) Regulation of the use;
 - (b) Special setbacks, buffers, or screening;
 - (c) Surfacing of parking areas;
 - (d) Street, alley, or service road dedications, improvements, or bonds;
 - (e) Regulation of points of vehicular ingress and egress;
 - (f) Regulation of signs;
 - (g) Regulation on the performance of the site, including noise, vibration, and odors;
 - (h) Regulation of the hours of activities;
 - (i) Timeframe for development;
 - (j) Duration of use;
 - (k) Update to existing structures or sites to bring the facility closer to compliance with the current building or site development standards including but not limited to signage, landscaping, parking

lot landscaping, doors and windows on the street facades of buildings, or other site and building standards; and

(k) Other relevant conditions that will ensure the orderly development of the site.

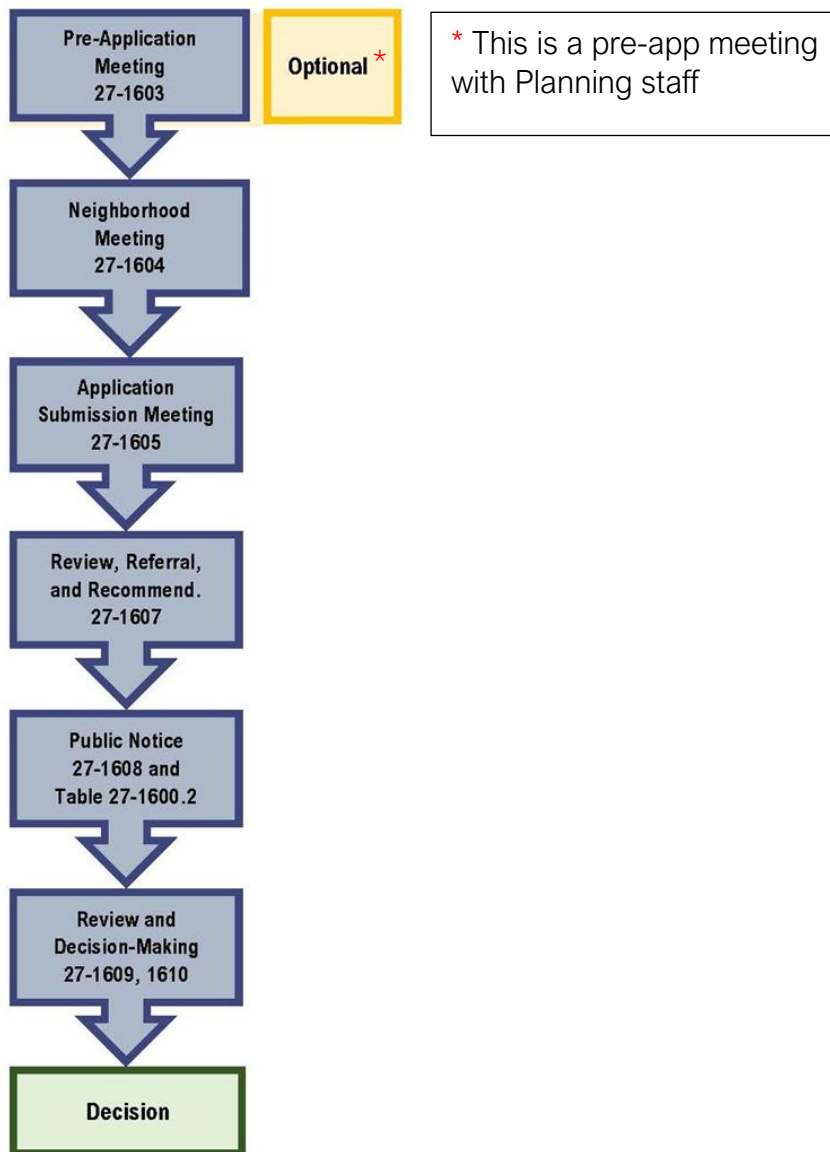
7. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided;

8. Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets; and

9. The special review use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the city council.

The local regulations and state law provide the process for notification, review, study and recommendation, as well as public hearings on special review approvals.

Here is the flow chart summary of the process:



NOTICE TO APPLICANT/AGENT

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, an **application review appointment** is now required (per [Section 27-1605](#)) at the time of submittal. The application review can be done over the phone, in an on-line platform (MS Teams, ZOOM etc.) or in person. Please contact one of the phone numbers on page two of this packet or send a request to plnonline@billingsmt.gov when you have completed your on-line application to arrange an application review. Agents may act on a property owner's behalf to review the application at the required meeting.

This appointment will ensure:

- All required forms, documents, cover letters, mailing labels, fees, site plans and other information is included
- All information on the land record and subject property is accurate and the site plan submitted is properly scaled
- Any deficient, missing or incorrect information can be noted for a follow-up submission
- All requests for uses, zoning districts or specific variances are correctly described and noticed

Applications with deficient, missing or inaccurate information will not be processed. Please read the application packet closely to ensure all required information is included in your submittal prior to scheduling an application review appointment.

In general, an application review appointment **will take approximately ½ hour.**



Application Submission Meeting City Special Review Checklist

If the application is unacceptable, you will be notified as to what changes need to be made. Incomplete and/or unacceptable applications may delay the review process by four weeks or longer.

Item	Location: _____	Staff X	Applicant X
1.	Pre-Application Statement of Owner(s) or Agent(s) affirming pre-application meeting was held, and include the following: <ul style="list-style-type: none"> ✓ Date, time & location of the meeting. ✓ The sign-in sheet of attendees, and ✓ A brief synopsis of the meeting (questions answers etc.) ✓ Complete form uploaded to application 		
2.	Application form completed, signed, and uploaded		
3.	Location/legal description and property information verified (by staff)		
4.	Prepare and submit a written statement on your request to explain how the request is <ul style="list-style-type: none"> ✓ Consistent with the goals and policies of the adopted Growth Policy ✓ Adequate in size and location to accommodate the proposed use while still meeting all of the zone district requirements such as landscaping and parking ✓ Compatible with nearby uses and how the applicant intends to mitigate any potential impacts ✓ Will not impede the normal improvement of surrounding property Upload this document to the on-line application		
5.	Digital photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos need to be uploaded to the on-line application		
6.	Dimensioned site plan; one full size (no larger than 11 X 17), and one reduced. 1"= 40' Scale If applicable, site plan must include: A North arrow. B The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, and off-street parking spaces. C Illustrate lot size showing lot line dimensions. D The locations and dimensions of all existing and proposed buildings, structures, and improvements including those which will be removed. Please label all information. E Show setbacks from all property lines for existing and proposed buildings. F Show the centerline of major and minor arterial streets. G Illustrate the square footage of existing and proposed buildings and structures. H Names and locations of adjacent streets, alleys, properties, etc. I Illustrate the height of any proposed structures. J A detailed landscaping plan of the site. K Location and description of proposed signs. L Other pertinent features as determined by the Zoning Coordinator		
7.	The scanned and uploaded radius map provided by Planning showing all property required to be notified by mail outside of the boundary of the subject property		
8.	The scanned and uploaded certified list of names and mailing addresses of the owners of all property shown within the radius on the map provide by Planning. This list of certified names and mailing addresses placed on the label template provided and uploaded to the on-line application.		
9.	Filing fee for application and postage fee as required		

Notes/Complete or additional needed:

Staff Review Date: _____ By: _____

Signature

Complete application received on: _____ Staff Initials: _____

CITY SPECIAL REVIEW
PRE-APPLICATION NEIGHBORHOOD MEETING REQUIRED
APPLICANT NOTIFIES SURROUNDING OWNERS AND HOLDS THIS
MEETING
(BMCC [Section 27-1604](#))

The City of Billings requires a pre-application neighborhood meeting for each special review request. **The Planning Division will provide to you a list and mailing labels of surrounding property owners.** 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 Special Review application is submitted.

The surrounding property owners, the Planning Division and the Neighborhood Task Force (if any) must be notified by the applicant/agent by mail at least seven (7) calendar days in advance of the required pre-application neighborhood meeting.

The meeting notice must contain the following information:

1. Date, time & location of the meeting.
 2. The existing zoning and proposed use of the property.
 3. The legal description of the property and the name and contact information of the owner(s) of the property.
 4. A draft or concept site plan showing the development requiring the special review approval.
-
- The pre-application neighborhood meeting must be conducted at least seven (7) calendar days but not more than 60 calendar days prior to submitting the special review application.
 - The notice of the pre-application neighborhood meeting must be mailed at least seven (7) calendar days prior to the meeting.
 - The meetings must be held within 2-radius miles of the subject property.*
 - The meeting must be scheduled after 5 pm on a weekday evening or between the hours of 8 am and 7 pm on a weekend day.

***meetings may also be held on a hybrid meeting format (virtual and in person) to accommodate public health requirements and must be held within the required 2-mile radius.**

PRE-APPLICATION NEIGHBORHOOD NOTIFICATION AND MEETING DEADLINES
2026

<u>DEADLINE</u> MAILING OF NOTICE PRE-APP MEETING (2 WKS PRIOR TO 1ST WORK DAY)	<u>DEADLINE</u> PRE-APP MEETING (1 WK prior to 1st WORK DAY)	<u>DEADLINE</u> COMPLETED ZONE CHANGE APP (1ST WORK DAY OF MONTH)
December 19, 2025	December 26, 2025	January 2, 2026
January 19, 2026	January 26, 2026	February 2, 2026
February 16, 2026	February 23, 2026	March 2, 2026
March 18, 2026	March 25, 2026	April 1, 2026
April 17, 2026	April 24, 2026	May 1, 2026
May 18, 2026	May 25, 2026	June 1, 2026
June 17, 2026	June 24, 2026	July 1, 2026
July 20, 2026	July 27, 2026	August 3, 2026
August 17, 2026	August 24, 2026	September 1, 2026
September 17, 2026	September 24, 2026	October 1, 2026
October 17, 2026	October 24, 2026	November 2, 2026
November 17, 2026	November 24, 2026	December 1, 2026
December 21, 2026	December 28, 2026	January 4, 2027
January 18, 2027	January 25, 2027	February 1, 2027
February 15, 2027	February 22, 2027	March 1, 2027
March 18, 2027	March 25, 2027	April 1, 2027

Radius Map Certification Instructions

- ❑ Obtain FROM THE Planning Division a radius map and a list of property owner names showing all parcels which lie within 300 feet (or more) of the exterior boundaries of the subject property. These will be emailed to you.
- ❑ Obtain a certified list of names and addresses of the owners of all property shown within the radius on the map by forwarding the email you receive from the Planner processing your application, which includes the radius map and list of surrounding property owners, to Dawn Ostermiller dostermiller@mt.gov and request a certified list of addresses. Make sure to include all of your contact information so you can be notified when the list is complete. Ms. Ostermiller can be reached at (406) 896-4000 if you have additional questions.
- ❑ Once the list of names has been certified, the Yellowstone County Clerk & Recorder will notify you directly. You can expect a 2-3 day processing time. There will be a certification charge, payable to the Yellowstone County Clerk & Recorder, of \$0.50 per certified name. The Clerk and Recorder's office can be reached at (406) 256-2785.
- ❑ Place the list of names and mailing addresses on the provided AVERY 5160 label template. Save as a digital document. The names must be typed or neatly printed. If an owner name and mailing address appears more than once of the certified list, please make only one label.
- ❑ Upload a scanned copy of the certified list, the radius map & list, along with the completed label template with your on-line application.

PROCESS REVIEW AND INSTRUCTIONS FOR FILLING IN APPLICATION FORMS

All applications shall be submitted to the Planning & Community Services Department, through its [Citizen Access Portal](https://services.billingsmt.gov/citizenaccess/) (<https://services.billingsmt.gov/citizenaccess/>) Instructions and fillable forms are available here: [Zoning Forms](https://www.ci.billings.mt.us/802/Zoning-Permits-and-Applications). (<https://www.ci.billings.mt.us/802/Zoning-Permits-and-Applications>) The filing fee must accompany the application in order for it to be accepted.

All questions must be answered fully. Please type or print. You may attach further pages if additional space is needed. All plans and other exhibits submitted with this application will be retained as a part of the permanent record.

1. Complete the Special Review application form – save as a digital document. Digital signatures are accepted.
2. Request a radius map, a surrounding owners list and pre-formatted mailing labels for the required pre-application neighborhood meeting to be noticed and conducted by the applicant. (See Page - 5-)
3. Notice and conduct the pre-application neighborhood meeting as required. Complete the owner's statement affirming the meeting was held and the application is based on the materials presented at the meeting. Save as a digital document. Digital signatures accepted.
4. Request certification from the Dept. of Revenue and Clerk & Recorder of the surrounding property owners (list and map provided above). See **page -8-** for certification instructions.
5. Prepare a brief synopsis of the pre-application meeting questions and answers and a roster of the persons who attended. Save as a digital document.
6. Prepare a written statement to the Zoning Commission and include the following information:
 - A. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy?
 - B. How the site is adequate in size and location to accommodate the proposed use while still meeting all of the zone district requirements such as landscaping and parking.
 - C. How the proposed use is compatible with nearby uses and how the applicant intends to mitigate any potential impacts.
 - D. How the proposed use will not impede the normal improvement of surrounding property.
7. **Prepare a dimensioned site plan as follows:**
 - A. One site plan on paper no less than 8½"x11" or greater than 11"x17".
 - B. Scale of the site plan shall not be less than 1" = 40'

If applicable, the site plan must also include but not necessarily be limited to the following:

 - North arrow
 - The locations and dimensions of all vehicular points of ingress and egress, drives, alleys, off-street parking spaces and loading spaces.
 - Illustrate lot size showing lot line dimensions.
 - The locations and dimensions of all existing and proposed buildings, structures, and improvements including those which will be removed. Please label all information.
 - Show setbacks from all property lines for existing and proposed buildings.
 - Show the centerline of principal and minor arterial streets.
 - Illustrate the square footage of existing and proposed buildings and structures.

- Names and locations of adjacent streets, alleys, properties, etc.
- Illustrate the height of any proposed structures.
- A detailed landscaping plan of the site.
- Location and description of proposed signs.
- Other pertinent features as determined by the Zoning Coordinator.

** An example of a dimensioned site plan is attached as part of this application packet. Save this site plan as a digital document.

8. Photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos should be saved as digital files and uploaded.
9. Prepare a mailing label template digital document (AVERY 5160 – 30 labels per sheet) from the certified list of surrounding owners by neatly printing or typing the names and mailing addresses. One label per distinct owner/ mailing address regardless of how many times the name/address appears on the certified list. This label template will be submitted with the on-line application, along with a scanned copy of the certified list and map.
10. Prepare and submit the required filing fees: Checks may be mailed or dropped off at the following address:
 Planning Division
 P.O. Box 1178
 Billings, MT 59103
 All checks shall be made payable to the City of Billings.
 MasterCard and Visa are accepted on line.

THIS APPLICATION FEE IS NON-REFUNDABLE AND IS NO GUARANTEE THE SPECIAL REVIEW WILL BE GRANTED.

RESIDENTIAL:	\$1,299.00
COMMERCIAL:	\$1,776.00
POSTAGE:	Current USPS rate for postcards (per mailing label – all applications)

IMPORTANT NOTICE TO PETITIONER: You will be notified by mail approximately 1-week in advance as to the time, date and place of the public hearing on your requested Special Review use. Attendance at the public hearing is not required, but is strongly recommended, so that you may present your case to the Zoning Commission.

You may request to delay your application hearing in front of the Zoning Commission or City Council. You may also request withdrawal of the application either at the hearing or before the hearing in writing. Delays or withdrawals must be accepted by the Commission or the Council.

City Zoning Code Section 27-1623 – Special Review – Administrative Process

Section	Application Process							Review and Determination			
	Pre- Application Meeting	Neighbor. Meeting	Application Submission Meeting	Referral Review	Staff Review	Public Notice Required	Public Hearing Required	Staff	Zoning Comm	City Council	District Court (DC) or Board of Appeals (BOA)
	Key: O Optional, R Required, -- Not Applicable							Key: R Review, RR Review and Recommend, D Decision, A Appeal, -- Not Applicable			
Project Application Type											
Special Review	27-1623	O	R	R	R	R	R	RR	RR	D	DC

2016 BILLINGS GROWTH POLICY STATEMENT AND GUIDELINES

Statement: In the next 20 years, Billings will manage its growth by encouraging development within and adjacent to the existing City limits, but preference will be given to areas where City infrastructure exists or can be extended within a fiscally constrained budget and with consideration given to increased tax revenue from development. The City will prosper with strong neighborhoods with their own unique character that are clean, safe, and provide a choice of housing and transportation options.

Growth Guidelines:

Essential Investments (relating public and private expenditures to public values)

- The safety of all users and the connectivity of the transportation system are important criteria to consider in roadway designs and transportation plans
- Public transit and commercial air service are critical to ensure access to and around the City
- Planning and construction of safe and affordable interconnected sidewalks and trails are important to the economy and livability of Billings.
- Developed parks that provide recreation, special amenities (community gardens, dog parks, viewing areas), and active living opportunities are desirable for an attractive and healthy community
- Natural landscapes are important because they define the uniqueness of Billings and help protect the environment
- Landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors
- Public health and safety and emergency service response are critical to the well-being of Billings' residents, businesses, and visitors
- Infill development and development near existing City infrastructure may be the most cost effective
- Accessible, friendly and cost-effective government are important public values
- The history and heritage of Billings are cornerstones of our community
- Neighborhoods that are safe and attractive and provide essential services are much desired
- Infrastructure and service investments that stabilize or improve property values, secure future utility costs, consider maintenance costs, and improve our environmental quality far into the future (i.e. energy efficient) are desirable
- It is important to factor in maintenance costs when programming public spaces and infrastructure
- Integrated, long range water planning that better utilizes existing resources and treatment options, and when necessary acquires new ones, is vital.
- Regulatory compliant water and wastewater treatment plants that provide sufficient capacity will help sustain community growth
- A supportive school system that inspires, motivates, and prepares students for meaningful employment is important for ensuring a high quality, competitive community
- A cost/benefit study is important to make cost effective land use decisions

Place Making (Enhance, maintain, preserve, and improve existing public places)

- A multi-use community recreation facility is desirable
- Enhancement and maintenance of public spaces and buildings through City stewardship is integral to a vibrant community

- Park master plans and transportation plans are important to facilitate the preservation and improved public access to the Yellowstone River and the Rims
- Public and private partnerships are valuable for creating enhanced entryways into Billings
- Locally grown foods help sustain agriculture, provide healthy options, and support local businesses
- The history and heritage of Billings are cornerstones of our community
- Natural landscapes are important because they define the uniqueness of Billings and help protect the environment and beautify neighborhoods
- Encouraging the installation of art in public spaces enhances the places and showcases the talents and diversity of the community
- Enhancing public buildings and spaces to be more efficient in their uses of energy, money, and space is important to having a vibrant and livable City

Community Fabric (attractive, aesthetically pleasing, uniquely Billings)

- Developed landscape areas in commercial areas encourage more pedestrian activity and vibrant commercial activity
- Attractive streetscapes provide a pleasant and calming travel experience in urban and suburban neighborhoods
- Outdoor public spaces provide casual and relaxing gathering areas for people
- Planning and construction of interconnected sidewalks and trails are important to the livability of Billings
- Developed parks that provide recreation, special amenities, and active living opportunities are desirable for an attractive and healthy community
- Natural landscapes and parks are important because they define the uniqueness of Billings and help protect the environment
- Cost-effective landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors

Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods)

- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools and public gathering spaces foster health, good will and social interaction
- Safe and livable neighborhoods can be achieved through subdivision design that focuses on complete streets, pedestrian-scale street lights, street trees and walkable access to public spaces
- Neighborhoods that are safe and attractive and provide essential services are much desired
- Zoning and subdivision regulations that utilize Crime Prevention Through Environmental Design (CPTED) strategies result in safer neighborhoods
- Implementation of the Infill Policy is important to encourage development of underutilized properties
- Public safety and emergency service response are critical to the well-being of Billings' residents and businesses

Home Base (healthy, safe and diverse housing options)

- A mix of housing types that meet the needs of a diverse population is important

- The Housing Needs Assessment is an important tool to ensure Billings recognizes and meets the demands of future development
- Common to all types of housing choices is the desire to live in surroundings that are affordable, healthy and safe
- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings
- Public safety and emergency service response are critical to the well-being of Billings' residents
- Homes that are safe and sound support a healthy community
- Accessory dwellings units provide an important type of affordable housing options if compatible
- Energy efficient housing can reduce energy consumption

Mobility and Access (transportation choices in places where goods and services are accessible to all)

- Connecting people to places with transportation choices is vital to the well-being of Billings' residents, businesses and visitors
- Safe and accessible transportation systems benefit everyone's quality of life
- Affordable public transit is much desired
- Development oriented to transit routes will provide more transportation choices and is preferred
- "Safe Routes to Schools" promotes physical health and reduces vehicle trips, earning parents more time and less costs for transportation
- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings
- On-street bike facilities promote predictability for all users
- Expanded air service ensures that Billings remains a competitive and an accessible destination
- Technology can reduce congestion and facilitate emergency vehicle travel at railroad crossings

Prosperity (promoting equal opportunity and economic advancement)

- Predictable, reasonable City taxes and assessments are important to Billings' taxpayers
- A diversity of available jobs can ensure a strong Billings' economy
- Successful businesses that provide local jobs benefit the community
- Community investments that attract and retain a strong, skilled and diverse workforce also attracts businesses
- Retaining and supporting existing businesses helps sustain a healthy economy
- Continued workforce training benefits the community and helps attract and retain businesses
- Strategically placed industrial parks will encourage a more diverse city economy, and will better help manage effluent and emission from industrial processes

APPLICATION DEADLINES
2026
CITY ZONING COMMISSION PUBLIC HEARING SCHEDULE
&
CITY COUNCIL PUBLIC HEARING SCHEDULE

Applications for special review uses must be submitted on-line to the Planning & Community Services Department by 5:00 p.m. on the dates as set forth below. These deadlines cannot be altered due to state laws concerning public notice. All parties involved will be sent a notice of the time, date, and place of the public hearing.

APPLICATION DEADLINE 1ST WORKDAY OF THE MONTH	ZONING COMMISSION HEARING 1ST TUESDAY OF THE FOLLOWING MONTH	CITY COUNCIL HEARING 4TH MONDAY OF THE MONTH
---	--	--

January 2, 2026	February 3, 2026	February 23, 2026
February 2, 2026	March 3, 2026	March 23, 2026
March 2, 2026	April 7, 2026	April 27, 2026
April 1, 2026	May 5, 2026	May 26, 2026
May 4, 2026	June 2, 2026	June 22, 2026
June 1, 2026	TBD	
July 1, 2026	TBD	
August 3, 2026	TBD	
September 1, 2026	TBD	
October 1, 2026	TBD	
November 2, 2026	TBD	
December 1, 2026	TBD	
January 4, 2027	TBD	
February 1, 2027	TBD	
March 1, 2027	TBD	
April 1, 2027	TBD	

Special Review Site Plan Example

