

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 County Special Review 4) Select County 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. Forms are separate documents on line at <https://www.billingsmt.gov/802/Zoning-Permits-and-Applications>

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# County Special Review

## 2026-2027



# YELLOWSTONE COUNTY

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

### YELLOWSTONE COUNTY

Planning & Community Services Department

P.O. Box 1178

Billings, MT 59103

Phone: (406) 657-8247

Email: [plnonline@billingsmt.gov](mailto:plnonline@billingsmt.gov)

Website: <https://www.billingsmt.gov/755/Zoning-Information>

**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 the County Zoning Regulations at [Section 27-1622](#). Special review uses are noted in the Table of Uses in [Section 27-1002](#) 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 27-1622:

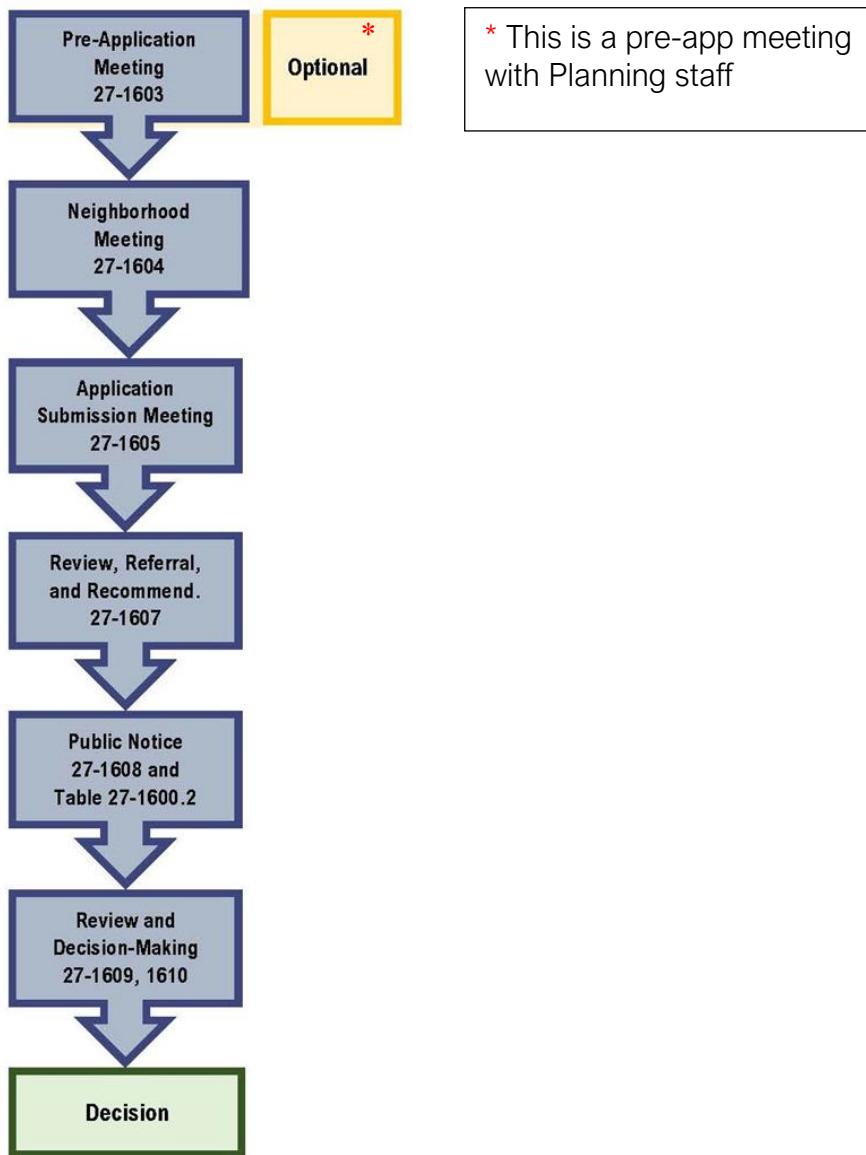
1. The special review use is consistent with the city's growth policy and applicable neighborhood plans, if any;
2. The establishment, maintenance, or operation of the special review use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
3. The site 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; and
- (l) 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 County Commissioners.

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](mailto: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**.

**COUNTY SPECIAL REVIEW  
PRE-APPLICATION NEIGHBORHOOD MEETING REQUIRED  
APPLICANT NOTIFIES SURROUNDING OWNERS AND HOLDS THIS  
MEETING**

**(Yellowstone County Zoning Code Sections 27-1604.C, 27-1608.B & 27-1622)**

Yellowstone County 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 zone change application is submitted.

The surrounding property owners and the Planning Division 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 a 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 County encourages the applicant to hold the meeting close to 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**  
**2026-2027**

<b><u>DEADLINE</u></b>	<b><u>DEADLINE</u></b>	<b><u>DEADLINE</u></b>
MAILING OF NOTICE PRE-APP MEETING (2 WKS PRIOR TO 1 <sup>ST</sup> WORK DAY OF MONTH)	PRE-APP MEETING (1 WK PRIOR TO 1 <sup>ST</sup> WORK DAY OF MONTH)	COMPLETED ZONE CHANGE APP (1 <sup>ST</sup> 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 18, 2026	August 25, 2026	September 1, 2026
September 17, 2026	September 24, 2026	October 1, 2026
October 19, 2026	October 26, 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](mailto:dostermiller@mt.gov) and request a certified list of addresses. Make sure to includes 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 -7- 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" x 11" or greater than 11" x 17".
  - 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.
- 8.

- 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  
2825 3rd Ave N, 4th Floor  
Billings, MT 59101

All checks shall be made payable to the City of Billings.

MasterCard and Visa are accepted on line as well as cash (in person – not mailed).

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

RESIDENTIAL:	\$1,062.00
COMMERCIAL:	\$1,470.00
Postage fee:	.40 cents per label

**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 County Commissioners. 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 Zoning Commission or County Commissioners.



Section	Application Process							Review and Determination			
	Pre-Application Meeting	Neighborhood Meeting	Application Submission Meeting	Referral Review	Staff Review	Public Notice Required	Public Hearing Required	Staff	Zoning Comm	County Comm.	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	27-1622	O	R	R	R	R	R	RR	RR	D	DC

## Yellowstone County Growth Policy

APPLICATION DEADLINES  
2026-2027

CONSOLIDATED YELLOWSTONE COUNTY ZONING COMMISSION

Applications for special review uses must be presented 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  
(1<sup>st</sup> Work Day By 5 PM)

ZONING COMMISSION  
PUBLIC HEARING  
2<sup>ND</sup> Thursday of the  
following month, 4:00 pm

County Commissioners  
PUBLIC HEARING  
4<sup>th</sup> TUES of the  
following month 9:30 am

January 2, 2026	February 12, 2026	February 24, 2026
February 2, 2026	March 12, 2026	March 24, 2026
March 2, 2026	April 9, 2026	April 28, 2026
April 1, 2026	May 14, 2026	May 26, 2026
May 4, 2026	June 11, 2026	June 23, 2026
June 1, 2026	July 9, 2026	July 28, 2026
July 1, 2026	August 13, 2026	August 25, 2026
August 3, 2026	September 10, 2026	September 22, 2026
September 1, 2026	October 8, 2026	October 27, 2026
October 1, 2026	November 12, 2026	November 24, 2026
November 2, 2026	December 10, 2026	December 22, 2026
December 1, 2026	January 14, 2027	January 26, 2027
January 4, 2027	February 11, 2027	February 23, 2027
February 1, 2027	March 11, 2027	March 23, 2027
March 1, 2027	April 8, 2027	April 27, 2027
April 1, 2027	May 10, 2027	May 25, 2027

## Special Review Site Plan Example

