



# Master Site Plan Application Planning Division

316 N 26<sup>th</sup> St. 5<sup>th</sup> Floor

Billings, Montana

Phone: (406) 657-8247

**Project#: PZ**

**Master Site Plan Application:** To ensure that condominium and certain multi-unit, residential and commercial development projects in the City of Billings occur in accordance with the applicable zoning, site development, building and fire safety regulations, approval of a master site plan is required as per Sections 6-1200, 14-300, 27-1619, 27-1200 of the Billings Municipal Code. Projects subject to these regulations include condominium or commercial development projects that include common, private facilities shared by buildings or lots, and residential developments that have more than two dwelling units and include common, private facilities shared by buildings or lots. This application and materials shall be submitted to the Planning Division as per Section 27-1619 of the Billings Municipal Code.

Review and Approval of Master Site Plans by all City Reviewing Departments may take up to 4 weeks for City processing. Resubmittal reviews take no more than 2 weeks. Upon approval by all City Reviewing Departments through the Planning Division, Building Permits may be submitted and/or approved.

**Master Site Plan Review Meeting** is recommended but not required prior to submission of a Master Site Plan Application for City review and approval. A Master Site Plan Review Meeting may be scheduled through the Planning Division at no charge. Meetings are conducted on Thursday afternoons unless an alternate time is necessary. ***This application and materials shall be submitted at least one week in advance of the Master Site Plan Review Meeting.***

Application Date: \_\_\_\_\_

Name of owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Builder/Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

Property Address and Location: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Number of Units Proposed: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing and Proposed Use: \_\_\_\_\_

**Requirements:** Electronic copies of a site plan and this signed application, in .pdf, .jpg or .tiff formats should be uploaded through the Citizen Access portal: <https://services.billingsmt.gov/citizenaccess/>. 1) Create a login in 2) Create a Personal Account 3) Apply for PERMIT 4) Select MASTER SITE PLAN for the permit type. 5) Complete Application. 6) Select PAY FEES Call (406) 657-8247 if you have any questions.

☐ **Site Plan (includes parking, accesses)-4**

☐ **Building Elevations-7**

☐ **Site Plan only-1**

☐ **Landscaping Plan-1**

☐ **Storm Drainage Plan-2**

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Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_