



# PLANNING & COMMUNITY SERVICES DEPARTMENT

"SERVING BILLINGS, BROADVIEW AND YELLOWSTONE COUNTY"

510 NORTH BROADWAY, 4TH FLOOR  
BILLINGS, MONTANA 59101  
FAX: (406) 657-8327



PHONE: (406) 657-8246

EMAIL: PlanCSD@ci.billings.mt.us

March 30, 2009

## Re: **Implementation of Master Site Plan Review Process**

Dear Builders, Developers and Engineers:

The Billings City Council has approved a Master Site Plan Review Process and associated fee for the review of certain commercial, residential and condominium projects in the City of Billings. The Planning Division will administer the process in coordination with the City Building Division, Fire Department, and Public Works. This new process is being implemented based on recommendations of the ICC Building Department Operations Appraisal.

The Building Division, in cooperation with other departments, has offered an informal master plan review process for large projects for many years. The Building Division charges a nominal fee of \$100.00 for this service. This new process will provide a definition of the types of projects that would be subject to the review and aims to help expedite the building and site development review for some larger projects by having City staff approve of a master plan in advance of building permit submittal and/or approval (See attached Master Site Plan Review Application).

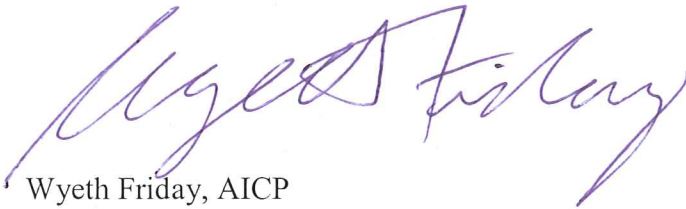
Developments subject to the Master Site Plan Review Process may be commercial or residential condominium developments, or large commercial or residential projects on a single lot that include common, private facilities shared by buildings or lots. This process will bring the developer and City staff together to review draft site and building plans prior to building permit submittal and/or approval. Master Site Plan Review Meetings will be offered at no charge to allow applicants to have preliminary plans and documents reviewed by City staff. However, plans and documents submitted for approval to move forward with Building Permit approvals will be subject to the Master Site Plan Review application and review process, and fee.

The City will begin implementing the Master Site Plan Review Process on **Monday, April 6, 2009**. Any projects that are submitted for review and approval beginning on April 6<sup>th</sup> and meet the definition of a project under the Master Site Plan Review Process will follow the process and be subject to the fees. The review fee is \$571.00.

Planning staff, as well as all of the other City staff involved in this new process, will continue to provide the most efficient and timely services possible. We hope that this new Master Site Plan Review Process will make reviews of certain commercial or residential condominium developments, or large commercial or residential projects run smoothly through the City reviews and maintain better communication between the City and the development community.

If you have any questions on this new process, please contact me at 247-8660 or at [fridayw@ci.billings.mt.us](mailto:fridayw@ci.billings.mt.us)

Sincerely,



Wyeth Friday, AICP  
Planning Division Manager



# Planning Division

510 North Broadway, 4<sup>th</sup> Floor  
Billings, MT 59101  
Phone: (406) 657-8246 Fax: (406) 657-8327

## MASTER SITE PLAN APPLICATION

**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, 27-622, 27-623 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 27-622 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: \_\_\_\_\_ Fee \_\_\_\_\_ Receipt# \_\_\_\_\_ Project # \_\_\_\_\_

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: \_\_\_\_\_

All materials submitted must be a minimum 11”X17” Size. Electronic copies delivered via email or CD of all materials are encouraged in .pdf, .jpg or .tiff formats

Materials included with this application should include **6 copies** of each of the following:

- Site Plan (includes parking, accesses)**
- Storm Drainage Plan**
- Building Elevations**
- Landscaping Plan**

**NOTE:** 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.

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

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