

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 ZONE CHANGE 4) Select COUNTY ZONE CHANGE 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/756/Zone-Changes>

County Zone Change

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

ZONE CHANGE APPLICATIONS

Process Review Packet

YELLOWSTONE COUNTY

Planning & Community Services Department
P.O. Box 1178
Billings, MT 59103
Phone: (406) 657-8247
Email: plnonline@billingsmt.gov
Website: <https://www.billingsmt.gov/755/Zoning-Information>

Zone Changes involve a change to the approved zoning map for one or more parcels of land at the request of a property owner. The process for making these changes is outlined in [Section 27-1627](#) of the Yellowstone County Zoning Regulations. The County Commissioners may also initiate an amendment to the zoning map for one or more parcels of land, but this is a rare occurrence.

The application and process of review and approval ensures the request is fully understood by the surrounding property owners, and the Consolidated Yellowstone County Zoning Commission, the advisory board to the Board of County Commissioner. The Consolidated Yellowstone County Zoning Commission holds a public hearing and receives input from Planning staff, the applicant, surrounding property owners and interested parties. The Consolidated Yellowstone County Zoning Commission then makes a recommendation on the application to the Board of County Commissioner. The Board of County Commissioner is the final decision maker for all county zone changes.

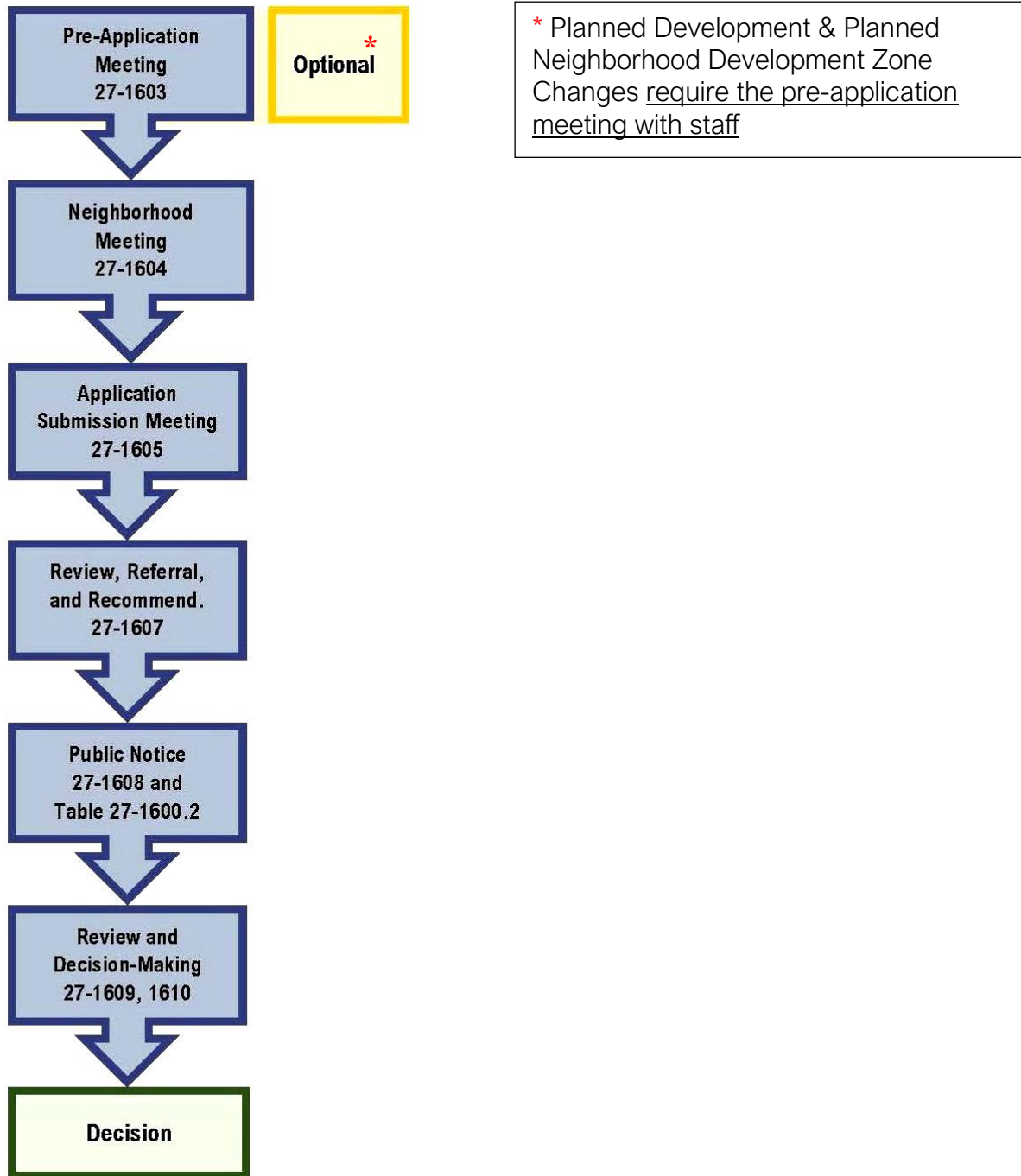
Zone changes do not approve a specific site plan, subdivision or proposed development. Zone districts establish the allowed range of uses on a particular piece of property. Parcels may have more than one zone district based on the intent of the owner. Zoning district categories are generally divided into residential, mixed uses, commercial uses, public districts, and industrial districts. More than 70% of the land in the County's zoning jurisdiction is zoned for agricultural uses and about 17% is zoned for rural residential uses.

All zone change decisions are based on findings for the 11 statutory review criteria:

1. Whether the new zoning is designed in accordance with the growth policy;
2. Whether the new zoning is designed to secure from fire and other dangers;
3. Whether the new zoning will promote public health, public safety and general welfare;
4. Whether the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements;
5. Whether the new zoning will provide adequate light and air;
6. Whether the new zoning will effect motorized and nonmotorized transportation;
7. Whether the new zoning will be compatible with urban growth in the vicinity of cities or towns;
8. Whether the new zoning considers the character of the district and the peculiar suitability of the property for particular uses;
9. Whether the new zoning will conserve the value of buildings;

10. Whether the new zoning will encourage the most appropriate use of land throughout Yellowstone County; and
11. Whether the new zoning will, as nearly as possible, be compatible with the zoning of nearby cities and towns.

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



NOTICE TO PETITIONER

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 this packet closely to ensure all required information is included in your on-line submittal prior to scheduling an application review appointment.

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

YELLOWSTONE COUNTY ZONE CHANGE
PRE-APPLICATION NEIGHBORHOOD MEETING REQUIRED
APPLICANT NOTIFIES SURROUNDING OWNERS AND
HOLDS THIS MEETING
([Section 27-1604](#))

Yellowstone County requires a pre-application neighborhood meeting for each zone change request. The Planning Division will provide to you a list and mailing labels of property owners surrounding 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 and the Planning Division must be notified by you 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 ([Section 27-1604.C & 27-1608.B](#)):

1. Date, time & location of the meeting.
 2. The existing and proposed zoning.
 3. The legal description of the property and the name and contact information of the owner(s) of the property.
- 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 zone change application.
 - The notice of the pre-application neighborhood meeting must be mailed at least seven (7) calendar days prior to the meeting.
 - The Planning Division encourages applicants to conduct the meetings within the immediate area of the subject property.*
 - The pre-application neighborhood meeting must occur after 5 pm on any week day or between 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

| <u>DEADLINE</u> | <u>DEADLINE</u> | <u>DEADLINE</u> |
|---|--|--|
| MAILING OF NOTICE PRE-APP MEETING (2 WKS PRIOR TO 1ST DAY OF MONTH) | PRE-APP MEETING (1 WK PRIOR TO 1ST DAY OF MONTH) | COMPLETED ZONE CHANGE APP (1ST WORKDAY 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 |

YELLOWSTONE COUNTY

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 Division, 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 on-line application in order for it to be accepted.

All questions must be fully answered on the application form or attached on separate documents (e.g. cover letter, proposed findings of review criteria etc.). Please type or neatly 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. All documents and exhibits will be uploaded with the on-line application.

1. Complete the Zone Change application form – save as a digital document. Digital signatures accepted.
2. Request a radius map, a surrounding owners list and 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 material 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 statement explaining how the proposed zone change:
 - a. Is consistent with the adopted [Growth Policy, Neighborhood Plans](#), and other applicable city development policies. (2016 Growth Policy Guidelines provided starting on Page 11)
 - b. Meets the [10 statutory criteria](#) for a zone change
 - c. Fits in with the existing or planned developments within the areaSave as a digital document.
7. 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.

8. 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 as well as cash (in person – not mailed).

RESIDENTIAL: \$1,062.00
COMMERCIAL: \$1,470.00
PLANNED DEVELOPMENT < 5 ACRES: \$1,223.00
PLANNED DEVELOPMENT >5 ACRES: \$1,960.00
PLANNED NEIGHBORHOOD DEVELOPMENT
 Neighborhood PND: \$1,400 + Master Site Plan Fee
 Mixed Residential PND: \$1,400 + Master Site Plan Fee
 Mixed Use PND: \$2,250 + Master Site Plan Fee
 Town Center PND: \$2,250 + Master Site Plan Fee
Mailing fee - .40 cents per mailing label

IMPORTANT NOTICE TO PETITIONER: You will be notified by mail approximately one week in advance as to the time, date and place of the Consolidated Yellowstone County Zoning Commission public hearing on your requested zone change. You will receive a copy of the Planning staff report to the Consolidated Yellowstone County Zoning Commission on your request. Attendance at the public hearing is not required, but is strongly recommended, so that you may present your case to the Commission.

As the applicant, you may request to delay your application hearing in front of the Consolidated Yellowstone County 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 Consolidated Yellowstone County Zoning Commission or the County Commissioners.

A withdrawal of an application once a public hearing has been noticed, allows you to resubmit the application after a waiting period of 120 days. If the County Commissioners denies the zone change application, a new application on the same property may not be submitted for one year.

| 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 | | | | | | | | | | | | |
| Planned Development (PD) | 27-700 | R | R | R | R | R | R | R | RR | RR | D | DC |
| Planned Neighborhood Development (PND) | 27-800 | R | R | R | R | R | R | R | RR | RR | D | DC |
| Zone Change | 27-1627 | O | R | R | R | R | R | R | RR | RR | D | DC |

[Yellowstone County Growth Policy](#)

APPLICATION DEADLINES
2026-2027

CONSOLIDATED YELLOWSTONE COUNTY ZONING COMMISSION

Applications for zone changes 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
(1st Work Day By 5 PM)

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

COUNTY COMMISSIONERS
PUBLIC HEARING
4th 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 |