



# Master Site Plan Application Planning Division

2825 3<sup>rd</sup> Avenue North, 4<sup>th</sup> Floor  
Billings, Montana  
Phone: (406) 247-8676

**Fee: \$1,623.00**

**Please Apply Online: <https://services.billingsmt.gov/citizenaccess/>**

**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 three or more primary structures 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 a maximum of sixty (60) calendar days, with a typical review time of four (4) weeks per review. Upon approval by all City Reviewing Departments through the Planning Division, Building Permits may be 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: \_\_\_\_\_

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

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

**Requirements:** The following documents are **REQUIRED** for a complete Master site plan submittal. Incomplete submittal will be rejected and reviews shall not start until all necessary documentation is provided and subsequent fees paid. Electronic copies or electronic media of all materials in .pdf, .jpg or .tiff formats shall be uploaded to the online Citizen Access portal where you applied for the permit. <https://services.billingsmt.gov/citizenaccess/>

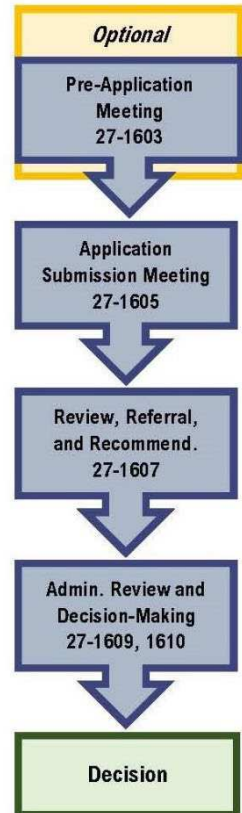
All Plans must be a minimum 24" X 36" in size and include the following:

1. Site Plan. A Site Plan submittal for approval must show or contain, on its face the following information:
  - a. Existing and proposed structures
  - b. Decks/porches
  - c. Driveways
  - d. Off-street parking
  - e. Loading areas
  - f. Property lines
  - g. Watercourses
  - h. Easements
  - i. North Arrow
  - j. Scale, with a scale bar
  - k. Setbacks/Build-to Zone measurements from property lines
2. Civil Drawings showing all site grading, drainage, accessible parking and routes, dumpster enclosures with details demonstrating they are of sufficient size to be serviced.
  - a. If a site is space constrained, a turning movement exhibit may be required demonstrating the Solid Waste Vehicles can service the dumpster.
3. Building Elevations
4. Landscaping Plan
  - a. See section 27-1200 of the Billings Zoning Code for landscaping requirements
  - b. Lots of one acre or larger: The plan shall be prepared by a Montana licensed landscape architect.
  - c. Lots smaller than one acre: The applicant is encouraged to work with a nurseryman or landscape design professional to meet the requirements of this article.
  - d. Landscaping Plan shall have plant legends and show the tabulation of the required landscaping on the face of the plan.
5. Comprehensive Drainage Plan
  - a. If the applicant believes they are exempt from a full CDP they shall provide a stamped (engineer or architect) memo stating why they are exempt
6. Traffic Submittals
  - a. A trip generation accounting per the ITE Trip Generation Manual 11th Edition should be provided with all submittals.
  - b. If the site generates either 500 Vehicle Trips Per-Day (VTPD) [BMCC 6-1208(d)] or more trips than were assumed for the lot in existing studies for the lot, a Traffic Impact Study (TIS) or TIS Update should also be provided.
  - c. If a proposed building has a drive-through window a queuing analysis should also be provided. This can be included with the TIS/TIS Update or standalone if the site is under the 500 VTPD threshold.

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## Sec. 27-1619. Master site plan.

- A. *Applicability.* The purpose of this section is to set forth the procedures and criteria for review and approval of master site plans when two (2) or more buildings share common facilities on an undivided lot. The purpose of master site plan review is to confirm that development is consistent with the requirements of this zoning code and with all previously approved plans applicable to the property.
- B. *Authority.* A request for master site plan approval may be submitted by a property owner or owner's agent.
- C. *Procedures.* Common procedures for master site plan review are identified in Table 27-1600.1 and are summarized here for applicant convenience.
- D. *Decision criteria.* The master site plan shall be reviewed against the following criteria:
1. The master site plan is consistent with any prior approvals, including any conditions that may have been placed on such approvals, and
  2. The master site plan conforms with all applicable requirements of this zoning code, or with all applicable requirements as modified by a request for a minor code adjustment.
- E. *Review and decision-making.* A master site plan is subject to administrative approval and shall be reviewed as follows:
1. Within sixty (60) calendar days following the submittal of a complete application, the zoning coordinator shall approve or deny the application, unless the applicant consents in writing to an extension of the review period. The review period clock stops when corrections or revisions are required and begins again once the additional information or modified complete plans are received. Failure of the applicant to timely respond to the corrections or request for additional information does not trigger subsection 2.
  2. In the event that review exceeds ninety (90) calendar days, the applicant may seek immediate approval from the planning director.
- F. *Effect.*
1. Approved master site plans shall be binding upon the property owner(s) and their successors, transferees, and assigns.
  2. No permit shall be issued for any building, structure, or use that does not conform to an approved master site plan.
  3. No building, structure, use or other element of the approved master site plan shall be modified without amending the master site plan.
  4. All buildings, structures and uses shall remain in conformance with the approved master site plan or be subject to enforcement action.
- G. *Appeal process.* An appeal to the BOA may be made by any applicant aggrieved by a denial of a master site plan application.
- H. *Post-approval actions.*
1. *Expiration.*



- (a) Approved master site plans shall expire one year after approval if a building permit has not been issued or the approved use has not been established. Where a master site plan expires due to the passage of this time period, new site plan review documents must be submitted for approval in the same manner as an original application for development review.
  - (b) An extension not to exceed one year may be granted by the zoning coordinator.
2. *Modifications to master site plans.* The holder of an approved site plan may request a minimal modification to the document, or the conditions of approval, by submitting amended documents to the zoning coordinator.

( Ord. No. 21-5748 , § 3(Exh. A), 1-25-21; Ord. No. 22-5807 , § 3(p), 5-9-22)