

Requirements: Please apply online through the [Billings CityView Portal](#). 1) Create a login in, 2) Create a Personal Account, 3) Apply for CITY ZONE CHANGE, 4) Select CITY ZONE CHANGE for the Project type. 5) Complete Application. 6) PAY FEES
Call (406) 657-8247 if you need assistance.

ZONE CHANGE

2026-2027



Please read carefully. Applications not completed appropriately may be deemed as an incomplete application causing delay or rejection.

APPLICATION DEADLINE – FIRST BUSINESS DAY OF THE MONTH

ZONE CHANGE APPLICATIONS

Process Review Packet

CITY OF BILLINGS

Planning & Community Services Department
Phone: (406) 657-8247 – (406) 247-8610
plnonline@billingsmt.gov – application information
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 27-1628** of the Billings, MT City Code (BMCC). The City Council may also initiate an amendment to the zoning map for one or more parcels of land, but this is a rare occurrence.

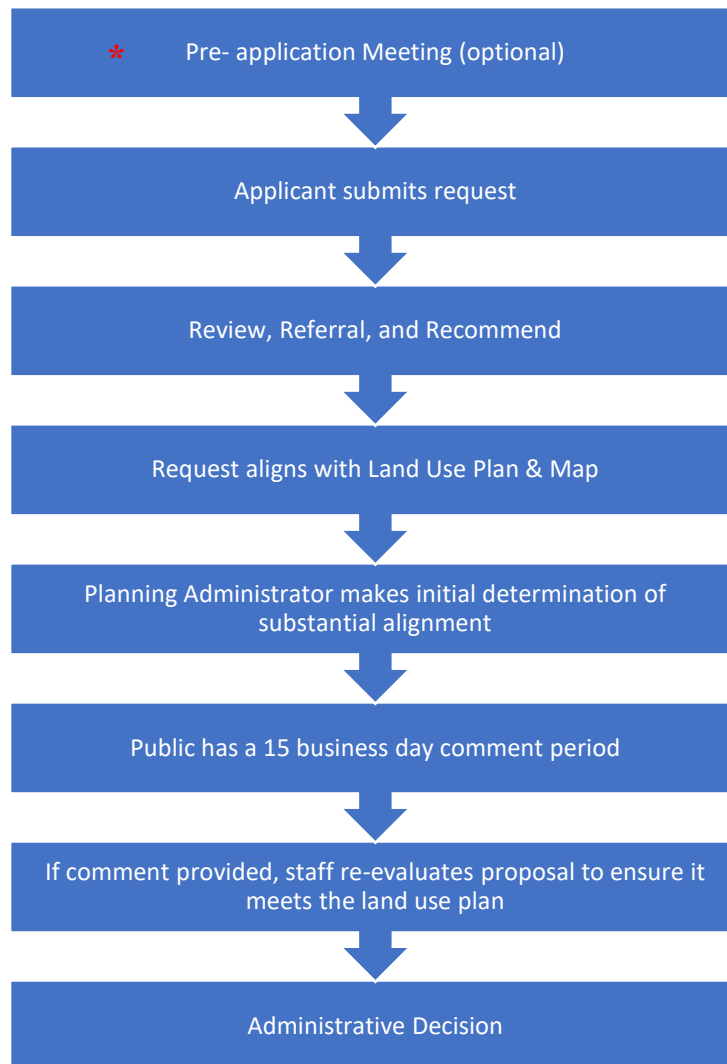
Zone changes do not approve a specific site plan, subdivision or proposed development. Zone districts establish the allowed range of uses on a particular piece of property. Parcels may have more than one zone district based on the intent of the owner. Zoning district categories are generally divided into residential, mixed uses, commercial uses, public districts, and industrial districts. More than 80% of the land in Billings is designated for neighborhood or mixed residential uses.

All zone change decisions are based on findings for the 5 statutory review criteria:

1. Whether the proposed zoning regulation, map, or amendment is designed in alignment with the adopted land use plan and future land use map;
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 both motorized and nonmotorized, water, sewerage, schools, parks and other public requirements;
5. Whether the zoning protects natural resources, the natural environment within the area;

The local regulations and state law provide the process for notification, review, study and determination.

Here is a flow chart summary of the process (for complete process see the last page of the application)



* Planned Development & Planned Neighborhood Development Zone Changes require the pre-application meeting with staff and relevant departments.

NOTICE TO PETITIONER

In an effort to ensure all new **zoning applications** are complete and can be successfully processed by the Planning staff, an **application review** is now required (per Section 27-1605) at the time of submittal. 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, 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 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.

PROCESS REVIEW AND INSTRUCTIONS FOR FILLING IN APPLICATION FORMS

All applications shall be submitted to the Planning Division, through its **CityView Portal**. Instructions and fillable forms are available here: **Zoning Forms. (<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.
3. Request certification from the Dept. of Revenue and Clerk & Recorder of the surrounding property owners (list and map provided above). **See page -6- for certification instructions.**
4. Prepare a statement explaining how the proposed zone change meets the review criteria;
 1. Whether the proposed zoning regulation, map, or amendment is designed in alignment with the adopted land use plan and future land use map;
 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 both motorized and nonmotorized, water, sewerage, schools, parks and other public requirements;
 5. Whether the zoning protects natural resources, the natural environment within the area; Save as a digital document.

5. Prepare and submit the required filing fees: Checks may be mailed or dropped off at the following address:
 Planning Division
 P.O. Box 1178
 316 N 26th St (5th Floor Planning)
 Billings, MT 59103

All checks shall be made payable to the *City of Billings*. Checks must be received by submittal date. MasterCard and Visa are accepted online.

THIS APPLICATION FEE IS NON-REFUNDABLE AND IS NOT A GUARANTEE THAT THE ZONE CHANGE WILL BE GRANTED.

		Application Submission Meeting Zone Change Checklist If the application is unacceptable, you will be notified as to what changes need to be made. Incomplete and/or unacceptable applications may delay the review process by four weeks or longer.	
Item	Location: _____	Staff X	Applicant X
	✓		
1.	Application form completed, signed, and uploaded		
2.	Location/legal description and property information verified (by staff)		
3.	Prepare and submit a written statement on your request to explain how the request: ✓ Is consistent with the adopted Growth Policy, Neighborhood Plans, and other applicable city development policies ✓ Meets the statutory criteria for a zone change ✓ Fits in with the existing or planned developments within the area Upload these documents to the on-line application		
4.	Digital photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos need to be uploaded to the on-line application		
5.	The scanned and uploaded radius map provided by Planning showing all property required to be notified by mail.		
6.	The scanned and uploaded certified list of names and mailing addresses of the owners of all property shown within the radius on the map.		
7.	Filing fee for the application and postage fee as required		

Notes/Complete or additional needed: _____

Staff Review Date: _____ By: _____ Complete on: _____

Signature

Radius Map Certification Instructions

- ☐ Obtain from the Planning & Community Services Department, a radius map and a list of property owner names showing all parcels which lie within 150 feet (variance applications), 300 feet (zoning applications) and 1,320 feet (zoning applications that are within 600 feet of city limits) 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 as provided by the Planning & Community Services Department 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. They can be reached at (406) 896-4000 if you have additional questions.
- ☐ Once the list of 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. They can be reached at (406) 256-2785.
- ☐ Upload both the certified list and the map to the [Billings CityView Portal](#) with your complete application.

APPLICATION DEADLINES 2026-27

Applications for a **zone change** must be submitted on-line to the Planning & Community Services Department by 5:00 p.m. on the deadline dates as set forth below.

<u>APP DEADLINE</u> First Business day of the month	<u>Public Notice</u>	<u>15 Day comment end</u>	<u>Final Determination</u>	<u>15 Day Appeal</u>
August 3, 2026	9/4/2026	9/28/2026	9/30/2026	10/28/2026
September 1, 2026	10/9/2026	10/30/2026	11/5/2026	12/8/2026
October 1, 2026	11/6/2026	12/2/2026	12/8/2026	1/8/2027
November 2, 2026	12/11/2026	1/2/2027	1/5/2027	2/8/2027
December 1, 2026	1/8/2027	1/29/2027	2/5/2027	3/1/2027
January 1, 2027	TBD	TBD	TBD	TBD
February 1, 2027	TBD	TBD	TBD	TBD
March 1, 2027	TBD	TBD	TBD	TBD
April 1, 2027	TBD	TBD	TBD	TBD
May 3, 2027	TBD	TBD	TBD	TBD
June 1, 2027	TBD	TBD	TBD	TBD
July 1, 2027	TBD	TBD	TBD	TBD
August 2, 2027	TBD	TBD	TBD	TBD
September 1, 2027	TBD	TBD	TBD	TBD

Appeal Process guide

Per Section 27-1616 and MCA 76-25-503.

DECISION: Applicant receives administrative approval or denial of zone change request

- This administrative appeal procedure is outlined by MCA 76-25-503 and must be followed.
- Parties may not shortcut to the District Court petition.

FIRST APPEAL: Within 15 business days of the challenged decision, the Applicant OR “Aggrieved Party” may file an appeal with the City Planning Commission.

- “Aggrieved party” means a person who can demonstrate **a specific personal and legal interest**, as distinguished from a general interest, **who has been or is likely to be specially and injuriously affected** by the decision. MCA 76-25-103.
- Planning Commission holds a public hearing.
- Planning Commission is not bound by the prior decision, but the Applicant or Aggrieved party has the burden to prove decision was made in error.
- Planning Commission enters a written decision, effective when issued.

SECOND APPEAL: Within 15 business days of Planning Commission decision, the Applicant or Aggrieved party can appeal to City Council.

- Appeal is limited to issues raised on first appeal.
- City Council holds public hearing.
- City Council is not bound by the prior decisions, but the Applicant or Aggrieved party has the burden to prove the decision was made in error.
- City Council issues written decision, effective when issued.

THIRD APPEAL: Within 30 days of City Council decision, the Applicant or Aggrieved party may file a petition challenging the decision in District Court.

- Appeal is limited to issues raised on administrative appeal.
- Further appeals from District Court may be taken.

CITY ZONE CHANGE APPLICATION FORM

CITY ZONE CHANGE Billings Zone Change # _____ Project # _____

The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the **City of Billings** Zoning Regulations.

Present Zoning _____

Proposed Zoning: _____

PARCEL TAX ID# _____ CITY ELECTION WARD _____

Legal Description of Property: _____

Address or General Location (If unknown, contact City Engineering): _____

Size of Parcel (Area square feet or acres): _____

Present Land-Use: _____

Proposed Land-Use: _____

*** Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s) _____
(Record Owner)

(Address)

(Phone Number) (email)

Agent(s): _____
(Name)

(Address)

(Phone Number) (Email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature: _____ Date: _____
(Record Owner or authorized agent– Digital Signature Allowed)

ZONE CHANGE

(PRIOR TO JULY 1, 2027)

