

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.

CITY SPECIAL REVIEW 2026–2027



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

SPECIAL REVIEW APPLICATION

Process Review Packet

CITY OF BILLINGS

Planning & Community Services Department

Phone: (406) 657-8247 – (406) 247-8610

Website: <https://www.billingsmt.gov/755/Zoning-Information>
plnonline@billingsmt.gov – application information and forms

Special Reviews involve a request for a use in a zone district that may be acceptable on a specific parcel of land. The process for review and decisions on special review requests is outlined in [Section 27-1623](#) of the Billings, MT City Code (BMCC). Special review uses are noted in the [Table of Uses in Section 27-1002](#) of the BMCC by a letter designation of “SR”. A limited number of specific uses are subject to special review that may be appropriate in a particular district, depending upon all the circumstances of the individual use on the site and in context with surrounding development. Consideration of these uses includes examination of the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets, and potential environmental effects, and whether specific conditions can be applied to mitigate the potential negative impacts of the use. Special review uses are special exceptions to the general terms of this zoning code.

All special review uses must be reviewed using the criteria in [Section 27-1623](#):

1. The special review use is consistent with the city's adopted land use plan and future land use map and applicable neighborhood plans, if any;
2. The establishment, maintenance, or operation of the special review use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
3. The site for the proposed use is adequate in size and topography to accommodate the use while meeting the other requirements of this zoning code, including zone district dimensions, landscaping requirements, and parking;
4. The special review use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
5. The special review use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
6. Conditions necessary to protect the public health, safety, and general welfare can be established, including but not limited to conditions on
 - (a) Regulation of the use;
 - (b) Special setbacks, buffers, or screening;
 - (c) Surfacing of parking areas;
 - (d) Street, alley, or service road dedications, improvements, or bonds;
 - (e) Regulation of points of vehicular ingress and egress;
 - (f) Regulation of signs;
 - (g) Regulation on the performance of the site, including noise, vibration, and odors;
 - (h) Regulation of the hours of activities;
 - (i) Timeframe for development;
 - (j) Duration of use;
 - (k) Update to existing structures or sites to bring the facility closer to compliance with the current building or site development standards including but not limited to signage, landscaping, parking

lot landscaping, doors and windows on the street facades of buildings, or other site and building standards; and

(k) Other relevant conditions that will ensure the orderly development of the site.

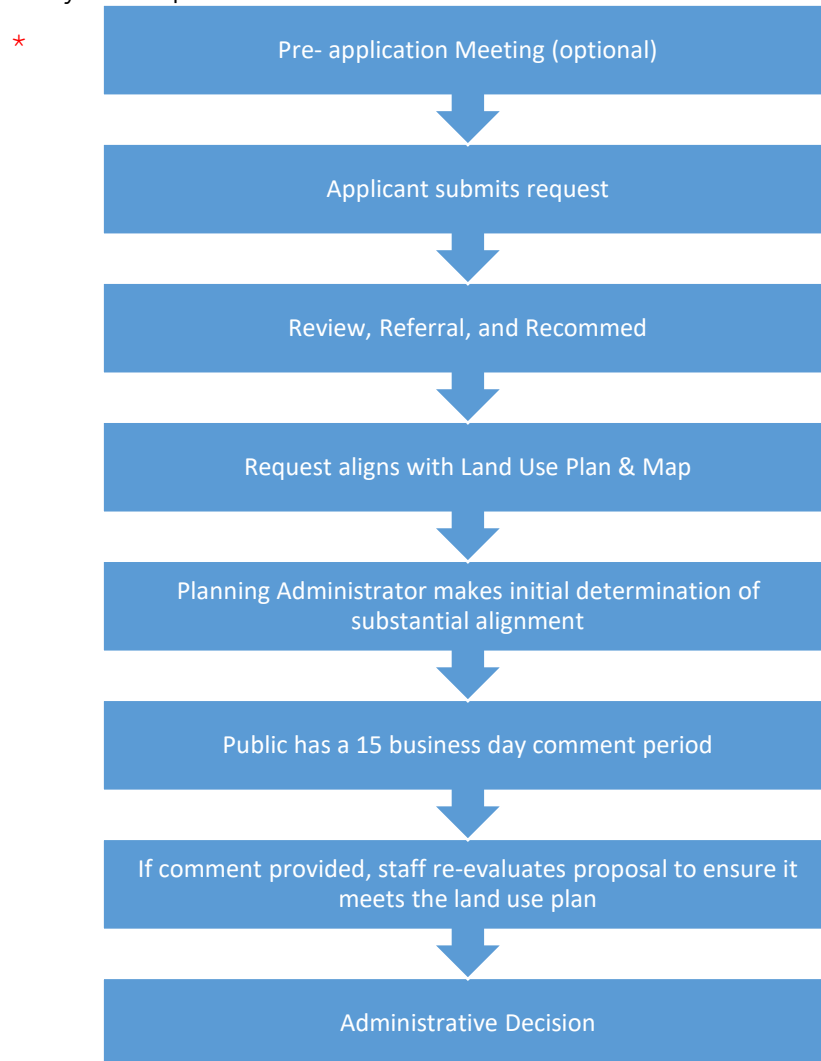
7. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided;

8. Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets; and

9. The special review use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the city council.

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

Here is the flow chart summary of the process:



* This is a pre-app meeting with Planning staff and relevant City departments.

NOTICE TO APPLICANT/AGENT

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, 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 the application packet closely to ensure all required information is included in your 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. \(https://www.ci.billings.mt.us/802/Zoning-Permits-and-Applications\)](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 answered fully. Please type or 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.

1. Complete the Special Review application form – save as a digital document. Digital signatures are accepted.
2. Request a radius map, a surrounding owners list from the Planning Division.
3. Request certification from the Dept. of Revenue and Clerk & Recorder of the surrounding property owners (list and map provided above).
4. Prepare a written statement and include the following information:
 - A. In what ways is your proposal consistent with the city's adopted land use plan and future land use map and applicable neighborhood plans, if any?
 - B. How the site is adequate in size and location to accommodate the proposed use while still meeting all of the zone district requirements such as landscaping and parking.
 - C. How the proposed use is compatible with nearby uses and how the applicant intends to mitigate any potential impacts.
 - D. How the proposed use will not impede the normal improvement of surrounding property.
5. **Prepare a dimensioned site plan as follows:**
 - A. Illustrate the lot size, dimensions and include the site specifics for the SR request
 - B. Scale of the site plan shall not be less than 1" = 40'
 - C. Other pertinent features as determined by the Zoning Coordinator.

8. Photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos should be saved as digital files and uploaded.
9. Prepare and submit the required filing fees: Checks may be mailed or dropped off at the following address:

Planning Division
P.O. Box 1178
Billings, MT 59103

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

THIS APPLICATION FEE IS NON-REFUNDABLE AND IS NOT A GUARANTEE THE SPECIAL REVIEW WILL BE GRANTED.

		Application Submission Meeting City Special Review Checklist 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 ✓ The special review use is consistent with the city's adopted land use plan and future land use map and applicable neighborhood plans, if any; ✓ The establishment, maintenance, or operation of the special review use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare; ✓ The site for the proposed use is adequate in size and topography to accommodate the use while meeting the other requirements of this zoning code, including zone district dimensions, landscaping requirements, and parking; ✓ The special review use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; ✓ The special review use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district; Upload this document 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.		
5.	Dimensioned site plan if applicable.		
6.	The scanned and uploaded radius map provided by Planning showing all property required to be notified by mail outside of the boundary of the subject property		
7.	The scanned and uploaded certified list of names and mailing addresses of the owners of all property shown within the radius on the map provide by Planning.		
8.	Filing fee for application and postage fee as required		

Notes/Complete or additional needed: _____

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

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

Applications for special review uses must be submitted on-line to the Planning & Community Services Department by 5:00 p.m. on the 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

CITY SPECIAL REVIEW **CITY SPECIAL REVIEW APPLICATION FORM**
City Special Review# _____ - Project # _____

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

Present Zoning: _____

Special Review Requested: _____

TAX ID# _____ **CITY** ELECTION WARD # _____

Legal Description of Property: _____

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

Size of Parcel (Area & Dimensions): _____

Present 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)

Special Review Site Plan Example

