



Master Site Plan Application Planning Division

316 N 26th St, 5th Floor

Billings, Montana 59101

Phone: (406) 657-8247

Fee: Call (406)657-8247 for current fee.

Please Apply Online: <https://cityview.billingsmt.gov/Portal/>

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, 27-1200, and 27-1619 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 27-1619 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 a requested Master Site Plan Review Meeting.***

Application Date: _____

Name of owner: _____ Phone: _____

Address: _____ Email: _____

Architect/Builder/Engineer: _____ Phone: _____

Address: _____ Email: _____

Property Legal Description: _____ Tax ID No. _____

Property Address and Location: _____

Parcel Size: _____ Number of Units Proposed: _____

Existing Zoning: _____ Existing and Proposed Use: _____

Property Owner Signature _____ Date: _____

Agent Signature: _____ Date: _____