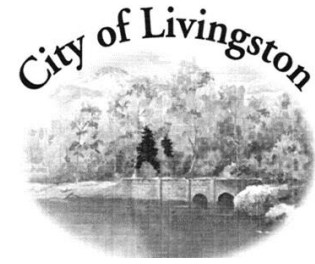


City of Livingston  
Department of Planning  
220 E. Park St.  
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(406)222-4903  
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## City of Livingston Site Plan Review Instructions

Site Plan Review is required for the following projects:

- Ten (10) or more dwelling units on a single lot. The number of condominium and/or townhome units on a single lot shall be calculated by the number of units on the underlying original lot prior to the creation of condominium or townhome lots.
- Ten thousand (10,000) or more square feet gross floor area of commercial or industrial use on a single lot.
- Ten thousand (10,000) or more square feet of outdoor storage area on a single lot.
- Twenty (20) or more parking spaces on a single lot.
- Any addition to an existing use that meets the above criteria.

The Site Plan Review Application shall be submitted to the Planning Department. The Planning Department may forward the application to additional agencies to ensure a comprehensive review of the project. **It is highly recommended that you meet with the Planning Department prior to submitting a Site Plan Review Application.**

### Submittal Requirements:

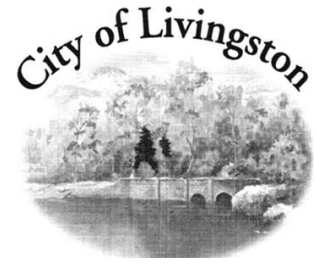
- General Information.
  - Completed Application Form.
  - Vicinity map including adjacent roads and zoning of adjacent parcels.
  - Engineering design report.
  - A Copy of the most recent plat.
  - Proposed uses of all structures on site.
  - Number and density of proposed dwelling units (if applicable).
- Site Plan. The site plan application shall include the following information. Site plans shall be appropriately divided into separate sheets to ensure legibility of the documents.
  - Boundary of the parcel with complete dimensions and topographic lines.
  - Project phasing lines (if applicable).
  - Parcel size in square feet.
  - North arrow and any required legends.
  - Scale of between 1 inch to twenty feet (1":20') and one inch to one hundred feet (1":100').
  - Location and width of all on-site and adjacent rights-of-way.
- Grading and drainage plan, including:
  - Site grading and surface drainage plan, certified by a licensed engineer.
  - Direction of surface water flow.
  - Location and design of all water drainage infrastructure.

- Location and size of all water retention/detention facilities.
  - Location and size of all snow storage facilities.
  - Location of any wetlands, watercourses and irrigation ditches.
  - Location and design of storm sewer connection.
  - Location and types of any temporary runoff protection measures to be utilized during construction.
- Location of all proposed structures on site, with the distance of all structures to the property lines labeled and the square footage of the structures listed.
- Building plans, including:
- Elevations of all sides of all structures, including architectural design, windows and building heights labeled.
  - Floor plans.
  - Location and screening of rooftop electrical equipment.
  - Location of rooftop solar arrays (if applicable).
  - Location and design of any fences and walls.
- Landscape plan including:
- Location and type of all plantings on site.
  - Landscape legend providing description of plant materials shown on plan with typical symbols and names (common, botanical, and cultivar names).
  - Size of plantings at time of planting and maturity.
  - Location and design of street frontage landscaping, including boulevard details and tree grate details.
  - Location, height, and material of proposed landscape screening and fencing.
  - Location and size of any open space on site.
  - Location of any trails, playgrounds, or other recreation areas and structures.
  - Location of proposed landscape berms, to be delineated by one-foot contours.
  - Size, height, location, and material type for proposed landscape features including, but not limited to: seating, lighting, planters, and fountains.
  - Location and improvements, landscaping or modifications to any wetlands, watercourses and/or irrigation ditches.
  - Location of any wetlands, watercourses and irrigation ditches within 250 feet of the lot lines.
  - Location of areas to be irrigated, type of proposed irrigation, irrigation system plan layout in relation to the site plan, source of irrigation water, and total estimated water consumption.
  - Location of identified wildlife corridors and endangered species habitat (if applicable).
- Parking plan, including:
- Location of parking lots and number of parking spaces.
  - Location of on-street parking and number of parking spaces.
  - Location of all parking lot islands.
  - Parking lot pedestrian and bicycle treatments, crosswalks, and pathways.
  - Schematic showing the dimensions of parking spaces.
  - Width and direction of all parking lot drive aisles.

- Amount and location of bicycle parking.
  - Design and dimensions of bicycle racks.
  - Section view of parking lot surfacing.
  - Location and design of any parking lot signage and pavement markings.
  - Loading areas and docks and associated screening.
- Location of site ingress and egress, including:
- Location of automobile ingress and egress.
  - Direction of ingress and egress.
  - Width of ingress and egress.
  - Turn radii of all ingress or egress.
  - Location and dimensions of vision triangles.
  - Location and design of pavement markings.
  - Location of sidewalks, trails and other non-automobile ingress and egress.
  - Location and design of crosswalks and other crossing aids.
- All submittal requirements listed by the City of Livingston Infrastructure Design Standards.
- Lighting plan, including:
- Location and heights of all outdoor lighting fixtures.
  - Diagrams showing directionality of lighting, temperature of lighting and amount of lumens emitted from light fixtures.
  - Location, type, elevations, and illumination on vertical or angular surfaces of exterior building lighting.
  - Location, type, direction, and intensity of any accent lighting.
  - Photometric lighting plan showing compliance with the lighting standards of the Night Sky Protection Act, Chapter 18 of the Livingston Municipal Code.
  - Location of electrical wiring, pull boxes, and conduit for all street lighting.
- Location and size of trash enclosures and associated screening.
- Utility plan, including:
- Location of all easements.
  - Size, location, and material type for all existing and proposed sewer, water, stormwater, gas, electric, and communications utilities.
  - Locations of service lines to buildings.
  - Location and design of Grease traps and/or sand/oil separators.
  - Location and design of utility main extensions.
  - Location of utility payback areas.
  - Proposed water meter size(s) and location(s).
  - Location of gas and electric meter(s).
  - Location and number of fire hydrant(s).
  - Plan and profile of the fire service line from water main to riser within the structure(s).
- Sign plan, including:
- Location, size, materials and design of all signage.
  - Lighting for all signs.
- Copies of FEMA FIRM maps if any of the site is located within the 100-year floodplain.
- Additional plans and studies, if required:

- A traffic impact study if determined to be required by the City of Livingston Public Works Department.
  - A flood study if determined to be required by the City of Livingston Floodplain Administrator.
  - A letter from the State Historic Preservation Office (SHPO) inventorying historic and cultural resources on the site and plans to preserve any identified historic and cultural resources.
  - All required local, state, and federal permits associated with the site plan application.
- The Site Plan Review Fee.

All documents shall be submitted on either 8 ½" x 11" or 11" x 17" paper. Additionally, digital copies of the submittal in PDF file format are required.



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## City of Livingston Site Plan Review Application

1. **Property Owner Name:** \_\_\_\_\_

### 2. Location of Property

General Location: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Zoning District: \_\_\_\_\_

### 3. Contact Information

#### *Property Owner*

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### *Primary Contact/ Applicant*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### *Secondary Contact*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Project Information**

Existing Structures on Property and Year Constructed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

Building Height: \_\_\_\_\_

Building Setback from Property Line:

Front Street: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_ Side Street (if corner lot): \_\_\_\_\_

Number of Vehicular Parking Spaces: \_\_\_\_\_ Number of Bicycle Parking Spaces: \_\_\_\_\_

Approximate Average Daily Trips (ADT) generated by the project: \_\_\_\_\_

Exterior Lighting?  Yes  No

Within Historic District or Design Overlay District?  Yes  No

Landscaping Required?  Yes  No

Floodplain on Site?  Yes  No

Infrastructure Extensions Required?  Yes  No

Loading and Refuse Collection Areas on Site?  Yes  No

**I hereby certify that the information included in this application is true and accurate.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date