

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

Planning & Permitting | Parks, Trails & Open Lands | Grants & Community Programs | Sustainability

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Site Plan Checklist – General Commercial

For Commercial, Multi-Dwelling, Mixed Use, and Industrial Structures

If a project results in less than three dwelling units, use the Site Plan Checklist for Limited Residential.

Meeting these mandatory application requirements will minimize delays that can occur when an application is unorganized, incomplete, or not formatted correctly.

PLAN SHEETS EXPLAINED

Plan sheets must be submitted for all types of applications as indicated after each plan sheet type below. In addition to the required cover sheet, plan sheet types include:

- a. Site Plan
- b. Building Design Plan
- c. Grading and Drainage Plan (*zoned land only*)
- d. Landscape Plan (*zoned land only*)
- e. Lighting Plan (*zoned land only*)
- f. Enterprise Commercial Standards Plan (*zoned areas only*)
- g. Sign Plan (*zoned land only*)

The minimum accepted paper size for plan sheets is 11"x17".

SITE PLAN

A Site Plan containing these elements must be provided for all types of development.

1. Boundary line of property with dimensions noted on plans / drawings.
2. Use a conventional scale such as 1:20 or $\frac{1}{4}'' = 1'$
3. Location and use of existing and proposed structures
4. Setbacks, build-to zones, building footprint, and any proposed encroachments
5. Sidewalks, walkways, driveways.
6. Location of existing and/or proposed well and septic systems.
7. Utility lines and utility easements, existing and proposed.
8. Fire hydrant locations, if applicable.
9. Surface retention/detention pond perimeters labeled.
10. Parking facilities:
 - a. Circulation aisles and dimensions.
 - b. Parking spaces and dimensions (ADA, compact, motorcycle, etc.).
 - c. Number of parking spaces, existing and proposed, and dimensions.
 - d. Cross-access locations.

11. All rivers, streams and creeks and wetland areas identified as Palustrine, Lacustrine, Riverine and Riparian in the [Montana Natural Heritage Program's Wetland and Riparian Framework Map](#).
 - a. Riparian Resource Protection Area
 - b. Riparian Resource Buffers
 - c. Channel Migration Zone
12. In Enterprise Commercial Developments, address site design standards in Section 9.7.C.2. and access and circulation standards in Section 9.7.C.3., Missoula County Zoning Regulations.

BUILDING DESIGN PLAN

A Building Design Plan containing these elements must be provided for all types of development, as applicable. Elements of the Building Design Plan can be incorporated into the Construction Set as applicable.

1. Front, rear, and side elevations of all buildings and structures, including any projections from exterior building walls, windows, and doors.
2. Floor plans that include all floors. Annotate and designate uses for all rooms and areas.
3. Fences and walls with height dimensions. (*Zoned land only*)
4. Structures on slopes greater than 10% are subject to Hillside Design Standards located in Chapter 7.1 of the Missoula County Zoning Regulations (*Zoned land only*)
5. Structures within 100 feet of any ridgeline, where the ridgeline elevation is 3,700 feet or more above sea level, is subject to Ridgeline Standards located in Chapter 7.1 of the Missoula County Zoning Regulations (*Zoned land only*)
6. Building Elements as required in Section 3.4 of the Missoula County Zoning Regulations. *Please note, only those elements visible from any public or private street, not including alleys, and from and public or private parks, common areas, trails, pedestrian pathways, or similar public-facing areas are required to meet these standards. (Zoned land only)*
7. In Enterprise Commercial Developments, address building design standards in Section 9.7.C.4., Missoula County Zoning Regulations. (*Zoned land only*)
8. See [Chapter 5](#) of the Missoula County Zoning Regulations for additional design standards based on use of the proposed structure. (*Zoned land only*)

GRADING AND DRAINAGE PLAN

A Grading and Drainage Plan is required for all types of development on zoned land as follows:

- A. A development site between 5-9.99% percent slope
- B. A development site between 10-24.99% percent slope *
- C. Any new commercial development**

Exceptions include:

- a) Interior remodels
- b) Deck construction or accessories
- c) Structures, both residential and commercial, less than two hundred (200) square feet
- d) Additions of less than two hundred (200) square feet to any existing structure
- e) The addition of a structure over an existing impervious surface
- f) Billboards and signs
- g) Pole barns
- h) Any other project not on a permanent foundation intended for seasonal use

*Required to be developed and stamped by a Montana Professional Engineer

**Small commercial structures or structures located entirely on impervious services may be exempt from this requirement. Please contact Missoula County Public Works Engineer Technician to confirm

1. Please consult with the Planning Office and Missoula County Public Works prior to development of any Grading & Drainage Plan.
 - a. Brent O'Connor (Missoula County Public Works Engineer Technician) - boconnor@missoulacounty.us or 406-258-4832
 - b. Grading & Drainage Plan Standards: [Missoula County Public Works Manual](#)

LANDSCAPE PLAN

A Landscape Plan containing these elements is required for all lots and project sites as follows:

- A. Any new development or change in use in a Residential, Mixed-use, or Industrial district, including residential development when total dwelling unit count on a lot or project site results in three or more dwelling units
- B. Additions to existing structures where the gross floor area of the structure is increased by 50 percent or more of its original footprint, or where a use is expanded by 50 percent or more of its original area on a lot or project site
- C. Whenever the area of an existing surface parking lot is expanded or when a new parking lot is constructed.
- D. Enterprise Commercial Development

1. Complete landscape legend providing a description of plant materials shown on the plan and other non-living landscape materials, including typical symbols, names (common and scientific names), locations, quantities, container or caliper sizes at installation, heights, and spread at installation, and spacing and materials meeting the [native species](#) and xeriscape requirements in Section 6.4, Missoula County Zoning Regulations.
2. The location and type of all existing trees, including tree canopy coverage, to be preserved.
3. Complete illustration of landscaping and screening to be provided in or near off-street parking and loading areas, including the amount of landscape area in square feet to be provided internal to parking areas.
4. Street frontage landscaping.
5. Location, height and material of proposed landscape screening and fencing.
6. Location and dimensions of proposed landscape buffers.
7. A description of the proposed irrigations systems required.
8. Location of riparian resource protection areas and buffers (as required in Section 7.4)
9. A maintenance plan for all landscaped areas required by the Missoula County Zoning Regulations.

LIGHTING PLAN AND DETAILS

A Lighting Plan prepared by a lighting professional as defined in Chapter 13 of the Missoula County Zoning Regulations containing these elements is required for all types of development on zoned land as follows:

- A. New development except for development in Open Land and Agricultural districts and single and two-household dwellings
- B. Expansions, alterations, or redevelopment of existing structures or land use areas when:
 1. There is a change to the primary use of the property
 2. An existing building or structure is expanded in size by 25 percent or more
 3. The area of an existing parking area is expanded in size by 25 percent or more

4. An existing outdoor use or activity area (e.g., outdoor storage, vehicle sales) is expanded in size by 25 percent or more
5. The stated thresholds in items 2, 3 or 4 above apply to a single addition or cumulative additions occurring after July 1, 2022.

1. All fixture manufacturer specification sheets, cut-sheets, catalog sheets, or manufacturer-provided information for all proposed outdoor fixtures, and color temperature (Kelvin) of each light fixture showing compliance with the provisions of Section 6.5 of the Missoula County Zoning Regulations.
2. A site plan showing light fixture locations, light fixture types, mounting heights, and aiming instructions as required providing a clear expression of the proposed outdoor light fixture installation design.
3. An iso-foot candle plot or contour drawing showing calculated light levels for the area of proposed work. The iso-foot candle plot shall extend no less than 10 feet beyond the property line and to the middle of the street to indicate compliance with light spillover requirements of the Missoula County Zoning Regulations.
4. If building walls are proposed for illumination, drawings for all relevant building elevations showing the fixtures, the portions of the elevations to be illuminated, calculated average, peak, and minimum vertical foot candles in the illuminated area, and the proposed aiming direction of the light fixture(s). The submittals must indicate how light is to be controlled for compliance with the exterior building illumination section of the Missoula County Zoning Regulations.
5. Any other information necessary to determine compliance with the Missoula County Zoning Regulations.
6. For modification or retrofit of existing outdoor lighting systems or replacement of fixtures in an existing lighting system, except for replacement of a single fixture pursuant to Section 6.5.A.4.a., a lighting plan shall include the following information, if applicable:
 - a. Fixture manufacturer specification sheets, cut-sheets, catalog sheets, or manufacturer-provided information for all proposed outdoor fixtures, and color temperature (Kelvin) of each light fixture showing compliance with the provisions of the Missoula County Zoning Regulations.
 - b. A description of the proposed lighting system change. The description may be a plan, a drawing, or a written description.
 - c. Any other information necessary to determine compliance with these regulations.

ENTERPRISE COMMERCIAL DEVELOPMENT STANDARDS

In addition to other required plan sheets, provide the following plan sheet information for Enterprise Commercial Developments which contains 30,000 or more square feet of gross floor area, whether contained in a single building or contained within multiple buildings on a parcel or a project site.

1. All Enterprise Commercial Developments must submit plans demonstrating compliance with the standards in Section 9.7, Missoula County Zoning Regulations.
2. If the Enterprise Commercial use is not on an arterial street, the applicant shall provide a traffic impact analysis, including warrants for traffic signals as approved by the County Public Works Department and Montana Department of Transportation (as applicable).
3. An internal pedestrian circulation plan.

SIGN PLAN

1. Please fill out and attach a Sign Permit Application to your permit submittal.
2. Insert link to sign permit