



## **Development Pre-Application Meeting**

A Pre-Application meeting is an opportunity for an applicant to discuss requirements, standards, and procedures that apply to a specific development proposal. This meeting gives the applicant an opportunity to ask specific questions to assist in guiding the design of their future project. Areas or issues of concern can be identified and discussed before a formal application is fully developed and submitted. The Butte-Silver Bow Planning Department, including Building Codes, the Butte-Silver Bow Fire Department, Public Works Department, Health Department, and Community Development, or any other reviewing department can all be in attendance.

The intent of this meeting is not to dictate design, but to provide guidance in regards to code interpretation and specific requirements for the Butte-Silver Bow permitting process.

The following are the minimum requirements for a pre-application meeting, however, the meetings are more beneficial for each party if more detail can be given:

- Physical location of the property;
- Preliminary site plan;
- Description of available utilities;
- Description of land use and relationship to permitted uses in the zone; and
- Proposed occupancy classification.

Helpful information can be obtained by viewing the [Commercial/Industrial Project Permitting Checklist](#).

It is suggested that you've consulted a design professional prior to the meeting. A design professional will be required for permitting.

To schedule a Development Pre-Application Meeting, please email [permits@bsb.mt.gov](mailto:permits@bsb.mt.gov) or call (406) 497-6210. Note: depending on workload, please allow up to 2 weeks for the meeting to take place.