



**City of Whitefish**  
 Planning & Building Dept  
 418 E 2<sup>nd</sup> St | PO Box 158  
 Whitefish, MT 59937  
 Phone: (406) 863-2410  
 Fax: (406) 863-2409

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_

## FINAL PLAT APPLICATION

**FEE ATTACHED \$** \_\_\_\_\_

(see current fee schedule)

**INSTRUCTIONS:**

- Submit the application fee, a complete application, with appropriate attachments, to the Whitefish Planning & Building Department no less than **ninety (90) days** prior to expiration date of the preliminary plat.
- When all application materials are submitted to the Planning & Building Department, and the staff finds the application is complete, the staff will submit a report to the City Council. Incomplete submittals will not be accepted and will not be forwarded to the Council for approval. Changes to the approved preliminary plat may necessitate reconsideration by the Planning Board.
- The regularly scheduled meetings of the City Council are the first and third Mondays of each month at 7:10PM in the Council Chambers at 418 E 2<sup>nd</sup> Street.

**A. PROJECT INFORMATION:**

Project/Subdivision Name: \_\_\_\_\_  
 Legal Description of the Property: \_\_\_\_\_  
 Date of Preliminary Plat Approval: \_\_\_\_\_

I hereby certify that the information contained or accompanied in this application is true and correct to the best of my knowledge. The signing of this application signifies approval for the Whitefish Staff to be present on the property for routine monitoring and inspection during the approval and development process.

\_\_\_\_\_  
 Owner's Signature\*\*

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Representative's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\*\*May be signed by the applicant or representative, authorization letter from owner must be attached. If there are multiple owners, a letter authorizing one owner to be the authorized representative for all must be included.

**B. APPLICATION CONTENTS:**

All applicable items required by *Appendix C: Final Plat Contents* of the Whitefish Subdivision Regulations must be submitted with the application for final plat including the following. Check items attached or not applicable.

Not  
Applicable    Attached

**(MUST CHECK ONE)**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| Required                 | <input type="checkbox"/> | Electronic version of the entire application and supplemental information (i.e. pdf)  |
| Required                 | <input type="checkbox"/> | Cover letter listing each condition of approval and individually state how each condition is specifically met. In cases where documentation is required, such as an engineer's certification, State Department of Health certification, etc., original letters shall be submitted. Blanket statements stating, for example, "all improvements are in place" are not acceptable. |
| Required                 | <input type="checkbox"/> | Montana DEQ Health Department Certification ( <i>Original</i> )   |
| Required                 | <input type="checkbox"/> | Title Report, not more than 90 days old   |
| Required                 | <input type="checkbox"/> | Tax Certification ( <i>Property taxes must be paid</i> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | Consent(s) to Plat ( <i>Originals and notarized</i> )   |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineer's Certification ( <i>Original</i> )  |
|                          |                          | <u>Subdivision Improvements Agreement (<i>Attach collateral</i>)</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering Improvements ( <i>sidewalks, walkways, street lights, street signs, solid waste facilities, utilities</i> )   |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Improvements ( <i>landscaping, street trees, parkland improvements – trails, park facilities, )</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Parkland Cash-in-Lieu ( <i>Check attached payable to City of Whitefish</i> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintenance Agreement ( <i>as applicable: stormwater facility, private roads, parks, etc</i> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | Articles of Incorporation and Conditions, Covenants & Restrictions  |
| <input type="checkbox"/> | <input type="checkbox"/> | Original Legacy Home deed(s) ready for City Manager signature   |
| <input type="checkbox"/> | <input type="checkbox"/> | Approach Permit ( <i>when applicable</i> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Plat:</b> One (1) 24x36 paper copy and two (2) mylars signed by all owners of record, the surveyor, and the examining land surveyor.   |

**\*\*NOTE: Please be advised that the County Clerk & Recorder and the City of Whitefish request that all subdivision final plat applications be accompanied with digital copies.**

\*\*A digital copy of the final plat in an AutoCAD file format (.dwg), consisting of the following layers:

1. Exterior boundary of subdivision
2. Lot or park boundaries
3. Easements
4. Roads or rights-of-way
5. A tie to either an existing subdivision corner or a corner of the public land survey system

**C. OWNER/APPLICANT INFORMATION**

**OWNER(S) OF RECORD:**

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

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

City, State, Zip: \_\_\_\_\_

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

**APPLICANT (if different than above):**

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

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

City, State, Zip: \_\_\_\_\_

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

**OTHER TECHNICAL/PROFESSIONAL:**

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

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

City, State, Zip: \_\_\_\_\_

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

**D. GENERAL DESCRIPTION OF SUBDIVISION**

**PROJECT DESCRIPTION:**

Type of Subdivision:  Residential  Industrial  Commercial  PUD  Other \_\_\_\_\_

Total Number of Lots in Subdivision: \_\_\_\_\_

Land in Project (acres): \_\_\_\_\_ Parkland (acres): \_\_\_\_\_

Cash-in-Lieu: \$ \_\_\_\_\_  Exempt

Legacy Homes # of units: \_\_\_\_\_ rent \_\_\_\_\_ own  Alternative Option  Exempt

**NUMBER OF LOTS BY TYPE:**

Single Family: \_\_\_\_\_ Townhouse: \_\_\_\_\_ Mobile Home Park: \_\_\_\_\_

Duplex: \_\_\_\_\_ Apartment: \_\_\_\_\_ Recreational Vehicle Park: \_\_\_\_\_

Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_ Planned Unit Development: \_\_\_\_\_

Condominium: \_\_\_\_\_ Multi-Family: \_\_\_\_\_ Other: \_\_\_\_\_