



**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: \_\_\_\_\_

**PLANNED UNIT DEVELOPMENT**

**FEE ATTACHED \$** \_\_\_\_\_  
 (see current fee schedule)

**INSTRUCTIONS:**

- A Site Review Meeting with city staff is required. Date of Site Review Meeting: \_\_\_\_\_
- Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty-five (45) days prior** to the Planning Board meeting at which this application will be heard.
- The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2<sup>nd</sup> Street.
- After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

**A. PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Assessor's Tract No.(s) \_\_\_\_\_ Lot No(s) \_\_\_\_\_  
 Block # \_\_\_\_\_ Subdivision Name \_\_\_\_\_  
 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

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:**

**Attached    ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- One (1) printed copy and one (1) electronic copy of application and supplemental materials.
- Site Plan – drawn to scale, which shows in detail the proposed use; property lines and setback lines; topography; density of dwelling units per gross acre; and other pertinent information. A narrative may also be submitted to supplement the site plan requirements. For full list of required items see [§11-2S-8\(B\)](#)
- Written report of any adjacent neighborhood citizen outreach completed, and any concerns raised. Full requirements can be found in [§11-2S-8\(A\)\(1\)](#)
- Written statement of the extent to which the plan deviates from zoning and/or “Standards for Design and Construction” (public works standards). For full description of written statement requirements, see [§11-2S-8\(A\)\(9\)](#)
- Ownership designation and management plan for all open space and common areas, including maintenance and weed control responsibilities. [\[§11-2S-8\(A\)\(4\)\]](#)
- Will this project provide affordable housing:  Yes  No  
If yes, complete a Housing Mitigation Plan
- Proposed schedule of completion and phasing of the development, if applicable.
- Proposed covenants, conditions, and restrictions (CC&Rs)
- Written description of how the project meets the criteria in Section F
- Where new buildings or additions are proposed, building sketches and elevations shall be submitted
- Any other information that may be deemed relevant and appropriate to allow for adequate review including:
  - The manner in which services will be provided such as water, sewer, storm water management, schools, traffic management, recreational facilities and/or other applicable services and utilities that may not be already included on the submitted site plan.
  - Any special design standards, materials and/or colors
- Any additional information requested during the pre-application process
- If the project accompanies a Subdivision request, a preliminary plat shall be prepared in accordance with the requirements of the Subdivision Regulations (see applicable form).

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

**C. GENERAL DESCRIPTION OF PROJECT**

Total Area of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

PUD Type:  Residential  Mixed-Use  Commercial  Light Industrial or Industrial

- Initial Planned Unit Development
- Amendment to an Approved/Existing Planned Unit Development

**D. 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: \_\_\_\_\_

**E. DESCRIBE PROPOSED USE:** Include an overall description of the goals and objectives for the development of the project.

**F. FINDINGS:** The following criteria form the basis for approval or denial of the Planned Unit Development ([§11-2S-9](#)). The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated. Each criteria below shall be addressed with an eye toward community benefit and how the project goes above and beyond the standard requirements.

1. Explain how the project substantially achieves the applicable Purpose and Intent items found in [§11-2S-1](#):



6. Explain how the character and qualities of existing neighborhoods are being preserved and protected. Proposed PUDs are to be integrated into the existing neighborhood in terms of scale, quality, character, and street continuity. When, in the judgement of the City Council, such integration is not possible, practical, or will otherwise not produce desired outcomes for the existing neighborhood, effective buffering and transitions must be provided by the proposed development.
  
7. Explain how street continuity is being maintained by extending the Whitefish street grid and other established street systems consistent with adopted transportation plans.
  
8. Explain how the new development is providing attractive, high-quality streetscapes through the use of landscaping, sidewalks/bikeways, street trees, and quality street lighting fixtures, including design consideration for and integration with adjacent structures.
  
9. Explain how the proposed development is, to the extent possible, providing pedestrian, transit, and bicycle facilities, and encourage transportation alternatives consistent with the Whitefish Growth Policy, adopted transportation plans, and the Bicycle and Pedestrian Master Plan.

