



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

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Acct #: 1000 101000 341065  
 Date Complete: \_\_\_\_\_

**ARCHITECTURAL REVIEW**  
***Commercial, Industrial, Churches, Public Buildings***

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

**INSTRUCTIONS:**

- A pre-application meeting with the Architectural Review Committee is highly recommended.
- Submit the application fee, completed application and appropriate attachments to the Whitefish Planning & Building Department a minimum of **two (2) weeks** prior to the Architectural Committee meeting at which this application will be heard.
- April through October**, the Architectural Review Committee meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 8:15AM. **November through March**, the Committee meets only once a month at 8:15 AM on the 1<sup>st</sup> Tuesday. All meetings are held at City Hall at 418 E 2<sup>nd</sup> Street.

**A. PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
 Name of Architect Licensed in the state of Montana: \_\_\_\_\_  
 Project 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**

- 1 printed copy and an electronic copy of the application and supplemental materials.
- Architectural Review Application
- Written description how the project meets the criteria in Section E
- Site Plan with vicinity map  
The site plan, drawn to 1:20 scale with north arrow, which shows in detail your proposed use, your property lines, existing and proposed buildings, pedestrian, bicycle and traffic circulation, driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
- Building Elevations (all sides): 1/8" scale
- Schematic Floor Plans: 1/8" scale
- Landscaping Plan (includes lighting, parking, plantings, hard surfaces, sidewalks, patios, fencing, etc.): 1:20 scale with north arrow
- Signage (concept – conceptual signage plans do not constitute an approval of the signs; a separate permit is required)
- Parking plan
- Detailed architectural drawings showing the building materials, location on the building and relevant details
- Details of windows, doors and any exterior features
- Exterior building mounted and site lighting: fixture types and lamp types including cut sheets, photometric data colors and operating features. Show locations on landscaping plan and elevations.
- Samples or details of all materials proposed for the exterior of the building, including color chips. (Can be brought to the meeting)
- Model, 3-D rendering or perspective (A colored elevation does not satisfy this requirement.)
- A contextual analysis of how the building relates to the neighborhood. This could include photos, site sections or other visual detail.

The applicant is encouraged to bring anything else that might explain the building and support the design concept including attendance of a design professional. The more detail and materials provided in support of the application, the greater likelihood of a quicker and smoother decision-making process. A model with sample materials is encouraged. The project is reviewed for conformity with the *City of Whitefish Architectural Review Standards*. The Architectural Review Standards can be found at [www.cityofwhitefish.org](http://www.cityofwhitefish.org).

Certain projects are required to have an architect's stamp on the plans. An architect shall be involved in the Architectural Review process for these projects. For other projects, the applicant is encouraged to seek design professional assistance to complete this application and ensure the project meets the Architectural Design Standards.

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

**ARCHITECT LICENSED IN THE STATE OF MONTANA:**

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

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

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

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

**OTHER TECHNICAL/PROFESSIONAL:**

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

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

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

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

**D. DESCRIPTION OF PROJECT (500 Character limit, attach additional page if necessary):**

ZONING DISTRICT: \_\_\_\_\_

**ARCHITECTURAL DESIGN DISTRICT:**

- Highway
- Old Town: \_\_Central District \_\_Railway District \_\_South District
- Resort Community Business District

**E. REVIEW CRITERIA:** The following criteria form the basis for approval or denial of a project's Architectural Review. The burden of satisfactorily addressing each of 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 standards, describe why and how this design will better implement the architectural review standards.

1. Describe how the site plan will meet the general objectives and the specific standards in §3.1 (Highway District); §4.1 (Old Town District) and §5.1 (Resort Community District). In addition, describe how the project will meet the requirements for:
  - a. Landscaping: §3.2 (Highway District); §4.2 (Old Town District); §5.2 (Resort Community District)
  - b. Parking: §3.3 (Highway District); §4.3 (Old Town District); §5.3 (Resort Community District)
  - c. Outdoor Lighting: §3.4 (Highway District); §4.4 (Old Town District); §5.4 (Resort Community District). Describe the type of lighting planned, its location on the building on the site, its color and lamp type. Also, describe how the building will look in the dark. (This could also be in the form of a perspective or elevation)
  
2. How is the proposal compatible with the surrounding neighborhood and community: §3.5, 3.6, 3.7 (Highway District); §4.5, 4.6, 4.7, 4.8, 4.9, 4.10 (Old Town District); §5.5, 5.6, 5.7 (Resort Community District)
  - a. Structural bulk and massing
  - b. Scale
  - c. Context of existing neighborhood
  - d. Community Character

3. Describe how the exterior materials (color and texture) are met generally and within the appropriate district: §3.8 (Highway District); §4.11 (Old Town District); §5.8 (Resort Community District)

4. If the proposed project is a 'big box' and required to obtain a Conditional Use Permit pursuant to [§11-2K-4](#) or [§11-2L-4](#), describe how the standards in §3.8 (Highway District) are being implemented.

5. If the proposed project is formula retail, as defined by the Whitefish zoning regulations, describe how the project is meeting the standards in §3.10 (Highway District) or §5.9 (Resort Community District).