



City of Whitefish
 418 E 2nd St | PO Box 158
 Whitefish, MT 59937
 Phone: 406-863-2460
 Fax: 406-863-2419

Date Submitted: _____

Intake Staff: _____

SITE PLAN REVIEW

The purpose of the Site Plan Review meeting is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems and to expedite development applications. These meetings are informal and provide a one-stop meeting with City departments responsible for development review. Staff will describe the type of application necessary and the review process. While staff will attempt to identify significant issues and concerns, staff will not conduct a detailed review of the proposed plan nor will staff identify all City regulations that may apply to the proposed plan. Plans presented at the Site Plan Review meeting are nonbinding and do not vest a project nor is the information provided an implied or conditional approval of the project.

INSTRUCTIONS:

- Site Plan Review is recommended for all new subdivisions, conditional use permit requests, new commercial uses or projects, multi-family proposals with four or more units and any other proposals that may benefit from being reviewed by city staff.
- Submit the completed application and appropriate attachments to the [Assistant to the Whitefish Public Works Director](#) **one (1) week** prior to the Site Plan Review meeting.
- The regularly scheduled meeting of the Site Plan Review Committee is weekly on Thursdays at 1:30PM at City Hall at 418 E 2nd Street.

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. I acknowledge that I bear the burden of ensuring my proposed plan complies with all applicable City regulations. 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

**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 ELECTRONIC COPY OF THE APPLICATION AND 4 COPIES OF THE FOLLOWING:

- Site Plan Review Application
- Site Plan, drawn to a 1:20 scale, with vicinity map shall include the following:
 - North Arrow
 - Scale
 - All property lines with dimensions
 - All existing improvements on property (streets, drives, structures, fences, driveways, sidewalks)
 - All existing utilities, utility easements, fire hydrants and adjacent right-of-ways
 - All proposed improvements, including new construction, parking, landscaping, fencing, sidewalks, driveways, refuse disposal, snow storage areas, lighting, drainage, and any other proposed changes to the property
 - All proposed utilities mains, extensions, easements, fire hydrant locations and any other proposed fire code related features
- Building Elevations, if proposing more than 2-stories (all sides)

The applicant is encouraged to bring anything else that might explain the proposed project. The more detail provided in support of the application, the more information staff will be able to provide you as you move forward.

C. DESCRIPTION OF PROJECT:

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: _____