



City of Whitefish

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, the review process and applicable development regulations. Issues and concerns may also be identified; however, it is not meant to be a detailed review of proposed plans or ideas. 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 (one electronic and four hard copies) to the Whitefish Public Works Department one (1) week prior to the Site Plan Review meeting. Email to publicworks@cityofwhitefish.org

The regularly scheduled meeting of the Site Plan Review Committee is weekly on Thursdays at 1:30PM in the City Hall Council Conference Room located at 418 E 2nd Street Whitefish MT.

A. PROJECT INFORMATION:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Lot Dimensions/Acreage: \_\_\_\_\_

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^1 \_\_\_\_\_

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

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

^1 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: 4 (four) printed copies and an electronic copy of the application and supplemental materials inclusive of the following: Site Plan Review Application Required Information (Incomplete applications will not be accepted)**

- 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 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 existing City utilities, utility easements, and adjacent rights-of-way
- All proposed utilities mains, extensions, easements
- Existing and proposed fire hydrant location(s) and/or any proposed fire code related features. If building being proposed is over two stories the Fire Department needs building elevations (all sides)

**C. DESCRIPTION OF PROJECT:**

**D. OWNER(S) OF RECORD:**

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

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

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

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

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

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

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

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

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

**TECHNICAL/PROFESSIONAL:**

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

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

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

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