



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

File #: _____
 Date: _____
 Intake Staff: _____
 Check #: _____
 Amount: _____
 Date Complete: _____

ARCHITECTURAL REVIEW
Addition to Existing Building, Façade Change

FEE ATTACHED \$ _____

(see current fee schedule)

INSTRUCTIONS:

- 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 1st and 3rd Tuesdays of the month at 8:15AM. **November through March**, the committee meets only once a month at 8:15 AM on the 1st Tuesday. All meetings are held at City Hall at 418 E 2nd 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 D
- 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, 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 (concept that includes: lighting, parking, plantings, hard surfaces, sidewalks, patios, fencing, etc.): 1:20 scale
- 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
- 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
- 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. 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 may be viewed or printed online at 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:

ZONING DISTRICT: _____

ARCHITECTURAL DESIGN DISTRICT: _____

E. FINDINGS: 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. How is the proposed exterior façade change or addition compatible with the surrounding neighborhood and community in general in terms of the following: (The standards are found in the Architectural Review Standards: *HIGHWAY DISTRICT*: Section 3.5 – Scale and Relationship to Surroundings; Section 3.6 – Shape and Form; *OLD TOWN DISTRICT*: Section 4.5 – Scale and Relationship to Surroundings; Section 4.6 – Shape and Form; *RESORT COMMUNITY DISTRICT*: Section 5.5 – Scale and Relationship to Surroundings; Section 5.6 – Shape and Form)

- a. Structural bulk and massing
- b. Scale
- c. Context of existing neighborhood
- d. Community Character

2. Describe how the exterior materials (color and texture) for the façade change or addition are met generally and within the appropriate district. (These standards are found in the Architectural Review Standards: *HIGHWAY DISTRICT*: Section 3.7; *OLD TOWN DISTRICT*: Section 4.5; *RESORT COMMUNITY DISTRICT*: Section 5.7)