



**City of Whitefish**  
**Planning & Building Department**  
 PO Box 158  
 510 Railway Street  
 Whitefish, MT 59937  
 Phone: 406-863-2410      Fax: 406-863-2409

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_

## **FINAL PLAT APPLICATION**

FEE ATTACHED \$ \_\_\_\_\_  
 (See current fee schedule)

**INSTRUCTIONS:**

- Submit the application fee, a complete application, with appropriate attachments, to the Whitefish Planning & Building Department no less than **90 days** prior to expiration date of the preliminary plat.
- When all application materials are submitted to the Planning & Building Department, and the staff finds the application is complete, the staff will submit a report to the City Council. Incomplete submittals will not be accepted and will not be forwarded to the Council for approval. Changes to the approved preliminary plat may necessitate reconsideration by the Planning Board.
- The regularly scheduled meetings of the City Council are the first and third Mondays of each month at 7:10PM in the Council Chambers at 402 E 2<sup>nd</sup> Street.

**All applicable items required by *Appendix C: Final Plat Contents of the Whitefish Subdivision Regulations* must be submitted with the application for final plat including the following. Check items attached or not applicable.**

<u>Not</u>	<u>Applicable</u>	<u>Attached</u>	<b>(MUST CHECK ONE)</b>
_____	_____	_____	Cover letter listing each condition of approval and individually state how each condition is specifically met. In cases where documentation is required, such as an engineer's certification, State Department of Health certification, etc., original letters shall be submitted. Blanket statements stating, for example, "all improvements are in place" are not acceptable.
_____	_____	_____	Montana DEQ Health Department Certification ( <i>Original</i> )
_____	_____	_____	Title Report, not more than 90 days old
_____	_____	_____	Tax Certification ( <i>Property taxes must be paid</i> )
_____	_____	_____	Consent(s) to Plat ( <i>Originals and notarized</i> )
_____	_____	_____	Engineer's Certification ( <i>Original</i> )
_____	_____	_____	<u>Subdivision Improvements Agreement (<i>Attach collateral</i>)</u>
_____	_____	_____	Engineering Improvements ( <i>sidewalks, walkways, street lights, street signs, solid waste facilities, utilities</i> )
_____	_____	_____	Landscaping Improvements ( <i>landscaping, street trees, parkland improvements – trails, park facilities, )</i>
_____	_____	_____	Parkland Cash-in-Lieu ( <i>Check attached payable to City of Whitefish</i> )
_____	_____	_____	Maintenance Agreement ( <i>as applicable: stormwater facility, private roads, parks, etc</i> )

\_\_\_\_ Articles of Incorporation and Conditions, Covenants & Restrictions

\_\_\_\_ Approach Permit (*when applicable*)

\_\_\_\_ **Plat:** signed mylars: 2, 24" x 36" paper copy: 2, 11" x 17" paper copy: 1 and .pdf  
The plat must be signed by all owners of record, the surveyor and the examining land surveyor.

Project /Subdivision Name: \_\_\_\_\_

Date of Preliminary Plat Approval: \_\_\_\_\_

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

**TECHNICAL/PROFESSIONAL:**

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

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

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

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

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

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

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

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

**PROJECT DESCRIPTION:**

Type of Subdivision: Residential \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_ PUD \_\_\_\_\_ Other \_\_\_\_\_

Total Number of Lots in Subdivision \_\_\_\_\_ Land in Project (acres) \_\_\_\_\_

Parkland (acres) \_\_\_\_\_ Cash-in-Lieu \$ \_\_\_\_\_ Exempt \_\_\_\_\_

**NUMBER OF LOTS BY TYPE:**

Single Family: \_\_\_\_ Townhouse: \_\_\_\_ Mobile Home Park: \_\_\_\_ Duplex: \_\_\_\_ Apartment: \_\_\_\_

Recreational Vehicle Park: \_\_\_\_ Commercial: \_\_\_\_ Industrial: \_\_\_\_ Planned Unit Development: \_\_\_\_

Condominium: \_\_\_\_ Multi-Family: \_\_\_\_ Other: \_\_\_\_

Legal Description of the Property:

\_\_\_\_\_

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<sup>1</sup>

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**\*\*NOTE: Please be advised that the County Clerk & Recorder and the City of Whitefish request that all subdivision final plat applications be accompanied with digital copies.**

**\*\*A digital copy of the final plat in a Drawing Interchange File (DXF) format or an AutoCAD file format, consisting of the following layers:**

1. Exterior boundary of subdivision
2. Lot or park boundaries
3. Easements
4. Roads or rights-of-way
5. A tie to either an existing subdivision corner or a corner of the public land survey system

\_\_\_\_\_  
<sup>1</sup> 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