



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: _____

ZONING COMPLIANCE PERMIT

FEE ATTACHED \$ _____

INSTRUCTIONS:

(see current fee schedule)

A zoning compliance permit is required for the following projects when a building permit is not required:

- new or expanded commercial use
- change in commercial use
- new or expanded multi-family development

A zoning compliance permit is optional for:

- single family home development (no fee is charged for this review)

A. PROJECT INFORMATION:

Project Name: _____

Project Address: _____

Zoning District: _____

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 Signature¹

 Date

 Print Name

 Applicant's Signature

 Date

 Print Name

 Representative'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

APPLICATION CONTENTS:

NEW/EXPANDED COMMERCIAL OR MULTIFAMILY DEVELOPMENT:

- Date of pre-application meeting with site review committee: _____
- Completed Application with Application Fee
- Site Plan. Drawn to a suitable engineering scale (1" = 10', 1" = 20') and shall include the following:
 - ✓ Boundaries of the subject property with all bearings and dimensions
 - ✓ All existing and proposed improvements, including buildings, storage areas, driveways, decks, patios, wells, septic systems, drain fields, fuel tanks, utilities, easements, and landscaping
 - ✓ Required off-street parking with number of spaces provided, surface treatment, loading zones, parking lot landscaping
 - ✓ Name and description of the adjacent street (ROW width, pavement width, type of surface, public or private, sidewalk, curb and gutter, etc.)
 - ✓ Dimensions from all existing and proposed improvements to adjacent property boundaries.
 - ✓ Accurate locations of lakes, rivers, streams, or wetlands on property or within 200-feet
 - ✓ Contours of the site at two-foot contour intervals if slopes on the site are greater than 10% and within 200-feet of lake, river, stream or wetlands
 - ✓ Drainage and erosion control plans, as required.
 - ✓ Elevation section or side profile of any new buildings with dimensions of building height
 - ✓ For commercial uses, a floor plan layout that shows gross floor area.
 - ✓ Other items identified by staff through either the pre-application process or review of the application.

NEW SINGLE FAMILY HOME:

- Site Plan. Drawn to a suitable engineering scale (1" = 10', 1" = 20') and shall include the following:
 - ✓ property boundaries,
 - ✓ existing and proposed structures,
 - ✓ location of roads, easements and rights-of-way
- Elevation section or side profile of any new buildings with dimensions of building height

CHANGE IN COMMERCIAL USE:

- Completed Application with Fee
- Site Plan. Drawn to a suitable engineering scale (1" = 10', 1" = 20') and shall include the following:
 - ✓ Boundaries of the subject property with all bearings and dimensions.
 - ✓ All existing and proposed improvements, including buildings, storage areas, driveways, decks, patios, wells, septic systems, drain fields, fuel tanks, utilities, easements, and landscaping
 - ✓ Required off-street parking with number of spaces provided, surface treatment, loading zones, parking lot landscaping

B. DESCRIPTION OF PROJECT:

C. 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: _____