

**Whitefish Public Works Department  
Plan Review and Construction Oversight Fee  
Calculation Worksheet**

**Please submit this completed form and payment along with infrastructure improvement plans and related documents to the Public Works Administrative Assistant.**

Date: \_\_\_\_\_

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

Consultant: \_\_\_\_\_ Project Manager: \_\_\_\_\_

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

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

***Please provide the following information (leave the line blank if an item does not apply to your project).***

- a. Type of Development (check one and describe as indicated):
- Subdivision ..... \_\_\_\_\_
  - Number of lots \_\_\_\_ - Major subdiv. if 6 or more lots
  - Multi-family residential - 6-plex and larger ..... \_\_\_\_\_
  - Commercial ..... \_\_\_\_\_
  - Other (i.e. simple water or sewer main extension) ..... \_\_\_\_\_
  - Description \_\_\_\_\_

- b. Utility Extension Information
- Length of new water main: \_\_\_\_\_ feet
  - Length of new sewer main: \_\_\_\_\_ feet

- c. Does the project include water or sewer pumping facilities which will be owned by the City after construction? \_\_\_ yes \_\_\_ no

***You may refer to the attached fee schedule and apply information from Items a, b, and c above to perform your own fee calculation. The Public Works Department will calculate fees as project documents are received.***

- A. Base Plan \_\_\_\_\_
- B. Water main extension \_\_\_\_\_
- Sewer main extension \_\_\_\_\_
- C. Pumping facilities \_\_\_\_\_
- Total \_\_\_\_\_

***50% of the fee is due with the submittal of construction plans and related documents. The balance is due prior to the start of construction. Checks should be made payable to the City of Whitefish. Please review the attached fee schedule or contact the Public Works Department at 863-2460 for more information.***

Whitefish Public Works Department  
Plan Review and Construction Oversight Fees

	Major Subdivision	Minor Subdivision	Multi-Family or Commercial Site
A. Base Plan - site, streets, bike/ped facilities, drainage, lighting, etc.	\$500 + \$50 per lot	\$300	\$200
B. Water and Sanitary Sewer Main Extensions (fee for each utility)	0 to 500 LF		\$200
	More than 500 up to 2500 LF		\$350
	More than 2500 LF		\$450
C. Water or Sewer Pumping Facilities (City owned and operated)	\$400	\$200	\$200
D. Independent Consultant Review (for specialized design features)	\$150 + actual consultant fees		
E. Additional Plan/Report Submittal and Review	\$100 per additional submittal		

- 1 Fees for items A, B, and C are intended to cover City costs for 1 pre-design meeting, 2 final plan/document reviews, pre-construction and progress meetings, field inspection, warranty inspection and follow-up, record maintenance, and general administration.
- 2 For the purpose of this fee schedule, multi-family development is defined as a residential development project, other than a subdivision, including 6 or more dwelling units. A major subdivision is one which creates 6 or more lots.
- 3 Fees for stand-alone water or sanitary sewer main extension projects will be calculated using only Item B.
- 4 50% of fees calculated under items A, B, and C must be paid prior to start of final plan review.
- 5 The balance of fees calculated under items A, B, and C must be paid prior to the start of construction.
- 6 The need for independent consultant review will be determined by the Public Works Director and payment (Item D) is due prior to Public Works issuance of approval letter.
- 7 The review fee for additional submittals (Item E) is due prior to start of review for each additional submittal.