



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: _____

PLANNED UNIT DEVELOPMENT

FEE ATTACHED \$ _____

(See current fee schedule)

INSTRUCTIONS:

- A Site Review Meeting with city staff is required. Date of Site Review Meeting: _____
- Submit the application fee, completed application and appropriate attachments to the Whitefish Planning & Building Department a minimum of **forty five (45) days prior** to the Planning Board meeting at which this application will be heard.
- The regularly scheduled meeting of the Whitefish City Planning Board is the third Thursday of each month.
- After the Planning Board hearing, the application is forwarded with the Board's recommendation to the next available City Council meeting for hearing and final action.

A. PROJECT INFORMATION:

Project Address: _____

Total Area of Property: _____

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

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

Representative's Signature

Date

Print Name

APPLICATION CONTENTS:

Attached ALL ITEMS MUST BE INCLUDED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Planned Unit Development Application – **8 copies**

Site Plan – **8 copies** The site plan, drawn to scale, which shows in detail the proposed use; property lines and setback lines; topography – slopes, drainage, ridges, etc.; existing and proposed buildings; location and type of landscaping; Vehicle, emergency and pedestrian access, traffic circulation and control, including pedestrian and bikeway linkages to existing and/or proposed trails beyond project boundaries; location and type of open space and common areas; fencing

Reduced copy of the site plan not to exceed 11” x 17” – **1 copy**

Narrative Addressing the Following - **8 copies**

- Total acreage and present zoning classifications;
- Zoning classification of all adjoining properties;
- Density in dwelling units per gross acre;
- Location, size, height and number of stories for buildings and uses proposed for buildings;
- Location, size, height, color and materials of signs;
- Location, height, and material of fencing and/or screening;
- Proposed maintenance of common areas and open space;
- Special design standards, materials and / or colors;
- An overall description of the goals and objectives for the development of the project.
- The extent to which the plan deviates from zoning, subdivision regulations and/or “Standards for Design and Construction” (public works standards). The standards that may be deviated from through the approval of a Planned Unit Development are listed in section 11-2S-5.A. Please describe the public benefit for such departures including how they further the intent and purpose of the Planned Unit Development as set forth in Sec. 11-2S-1.
- The nature and extent of all open space in the project and the provisions for maintenance and conservation of the common open space; assess the adequacy of the amount and function of the open space in terms of the land use, densities, and dwelling types proposed in the plan.
- The manner in which services will be provided such as water, sewer, storm water management, schools, roads, traffic management, pedestrian access, recreational facilities and other applicable services and utilities.
- The relationship of the planned development upon the adjacent and surrounding neighborhoods. Specifically address any potential adverse impacts and how they may be avoided or effectively mitigated.
- How the plan provides reasonable consideration to the character of the neighborhood and the particular suitability of the property for the proposed use.
- How the development plan will further the goals, policies and objectives of the Whitefish Growth Policy.
- If affordable housing is a component of the project, describe how the project is implementing the standards in Section 11-2S-3.B.

- _____ Proposed schedule of completion and phasing of the development, if applicable – **8 copies**
- _____ Covenants, conditions and restrictions (CC&Rs) – **8 copies**
- _____ Written description how the project meets the criteria in Section D – **8 copies**
- _____ Where new buildings or additions are proposed, building sketches and elevations shall be submitted – **8 copies**
- _____ Electronic version of entire application such as .pdf
- _____ Any other additional information requested during the pre-application process
- _____ Any other information that may be deemed relevant and appropriate to allow for adequate review
- _____ If the project accompanies a Subdivision request, a preliminary plat shall be prepared in accordance with the requirements of the Subdivision Regulations (see applicable form)

When all application materials are submitted to the Planning & Building Department, the application will be scheduled for public hearing before the Planning Board and City Council.

Project Name: _____

- Initial Planned Unit Development
- Amendment to an Approved/Existing Planned Unit Development

B. 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: _____

C. DESCRIBE PROPOSED USE:

11. Compliance with and/or implementation of the growth policy.