



**City of Whitefish**  
**Planning & Building Department**  
 PO Box 158  
 418 E 2<sup>nd</sup> Street  
 Whitefish, MT 59937  
 Phone: 406-863-2410 Fax: 406-863-2409

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

**GROWTH POLICY SUBAREA/NEIGHBORHOOD PLAN**

**FEE ATTACHED \$** \_\_\_\_\_

**INSTRUCTIONS:**

(See current fee schedule)

- A pre-application meeting with planning staff is required. Date of pre-application 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 at 6:00 PM in the City Council Chambers at 418 E 2<sup>nd</sup> Street.
- 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 Name: \_\_\_\_\_

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<sup>1</sup>

\_\_\_\_\_  
 Date

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

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

\_\_\_\_\_  
 Date

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

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

\_\_\_\_\_  
 Date

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

<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

**APPLICATION CONTENTS:**

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

- \_\_\_\_\_ Growth Policy Subarea/Neighborhood Plan Application – **8 copies**
- \_\_\_\_\_ Neighborhood Plan: Written description how the project meets the criteria in Section D – **8 copies**
- \_\_\_\_\_ Subarea Plan: Written description how the project meets the criteria in Section E – **8 copies**
- \_\_\_\_\_ Map showing the location and boundaries of the property – **8 copies**
- \_\_\_\_\_ Vicinity Map – **8 copies**
- \_\_\_\_\_ Reduced copy of the site plan not to exceed 11” x 17” – **1 copy**
- \_\_\_\_\_ Text consistent with MCA 76-1-601 – **8 copies**
- \_\_\_\_\_ Recommended actions and other tools needed for implementation – **8 copies**
- \_\_\_\_\_ Summaries from public workshops, neighborhood meetings with stakeholder groups (a minimum of one neighborhood meeting shall be conducted prior to submittal) – **8 copies**
- \_\_\_\_\_ Electronic version of entire application such as .pdf
- \_\_\_\_\_ Signature from property owners within the boundaries of the plan acknowledging they understand their property/properties are being included as part of a proposed neighborhood/subarea plan. – **8 copies**
- \_\_\_\_\_ Any other additional information requested during the pre-application process

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.

**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. SUMMARY OF PROPOSED NEIGHBORHOOD OR SUBAREA PLAN:**

**D. NEIGHBORHOOD PLAN FINDINGS:** The following criteria form the basis for approval or denial of the Neighborhood Plan. The burden of satisfactorily addressing 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 criteria, describe how it will be mitigated.

**Provide the following information in a narrative format with supporting drawings and/or maps, as needed. In order to amend the Growth Policy with a neighborhood plan, it must be demonstrated:**

1. That the proposed neighborhood plan is a refinement of the Growth Policy in terms of the type and distribution of development, infrastructure, open spaces, and environmental considerations.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. That the proposed neighborhood plan provides extraordinary community benefits toward the stated goals of this Growth Policy such as affordable housing, preservation of community/neighborhood character, preservation and/or enhancement of natural resources, provision of open space, or essential and/or desirable community infrastructure.

**Additionally, describe the following:**

3. How the proposed change will promote the goals and objectives of the Growth Policy overall.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. How the proposed change is compatible with the existing neighborhood.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Demonstrate the appropriateness of the proposed amendment location and a description of its proximity to other areas with a similar land use designation.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
6. How the current Growth Policy or zoning are inadequate necessitating the need for the neighborhood plan.

**E. SUBAREA PLAN FINDINGS:** The following criteria form the basis for approval or denial of the Neighborhood Plan. The burden of satisfactorily addressing 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 criteria, describe how it will be mitigated.

**Provide the following information in a narrative format with supporting drawings and/or maps, as needed. In order to amend the Growth Policy with a subarea plan, it must be demonstrated:**

1. The subarea plan must substantially further the goals and vision of the Growth Policy.
  
2. The subarea plan must provide of substantial community benefits such as affordable housing, open space, protection of air and water quality, protection and/or enhancement of critical areas, provide for essential public facilities including parks, pedestrian/bikeways, streets, and school sites as needed and as applicable to each individual subarea plan.
  
3. All on and off site improvements must be provided for, including but not limited to streets, utilities, drainage, and bike/pedestrian facilities.
  
4. Any and all environmental constraints and natural hazards on site shall be avoided or effectively mitigated.

5. Any and all adverse impacts upon existing neighborhoods shall be avoided or effectively mitigated. These shall include but may not be limited to traffic, noise, and overburdening of public facilities and services.

**Additionally, describe the following:**

6. How the proposed change will promote the goals and objectives of the Growth Policy overall.
7. How the proposed change is compatible with the existing neighborhood.
8. Demonstrate the appropriateness of the proposed amendment location and a description of its proximity to other areas with a similar land use designation.

9. If this request is associated with proposed project, please provide conceptual plans.

10. How the current Growth Policy or zoning are inadequate necessitating the need for the subarea plan.