



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

**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 at 6:00 PM at City Hall 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 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 Signature<sup>1</sup>

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Applicant'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

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



6. Provide effective buffers or transitions between potentially incompatible uses of land.

7. Facilitate street continuity and connectivity, and attractive high quality streetscapes.

8. Provide pedestrian and bicycle facilities and encourage transportation alternatives.

9. Provide affordable housing.

10. Provide a variety of residential product type while avoiding a monotonous and institutional appearance.

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