



City of Whitefish

PO Box 158
418 E 2nd Street
Whitefish, MT 59937
Phone: 406-863-2460

Fax: 406-863-2419

Date Submitted: _____

Intake Staff: _____

SITE PLAN REVIEW

The purpose of the Site Plan Review meeting is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems and to expedite development applications. These meetings are informal and provide a one-stop meeting with City departments responsible for development review. Staff will describe the type of application necessary, the review process and applicable development regulations. Issues and concerns may also be identified; however, it is not meant to be a detailed review of proposed plans or ideas. Plans presented at the Site Plan Review meeting are nonbinding and do not vest a project nor is the information provided an implied or conditional approval of the project.

INSTRUCTIONS:

- Site Plan Review is recommended for all new subdivisions, conditional use permit requests, new commercial uses or projects, multi-family proposals with four or more units and any other proposals that may benefit from being reviewed by city staff.
- Submit the completed application and appropriate attachments to the Assistant to the Whitefish Public Works Director **one (1) week** prior to the Site Plan Review meeting.
- The regularly scheduled meeting of the Site Plan Review Committee is weekly on Thursdays at 1:30PM at City Hall at 418 E 2nd Street.

A. PROJECT INFORMATION:

Project Name: _____

Project Address: _____

Zoning Designation: _____ Lot Dimensions/Acreage: _____

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

B. APPLICATION CONTENTS:

Attached 8 COPIES OF THE FOLLOWING

____ Site Plan Review Application

____ Site Plan, drawn to a 1:20 scale, with vicinity map shall include the following:

- North Arrow
- Scale
- All property lines with dimensions
- All existing improvements on property (streets, drives, structures, fences, driveways, sidewalks)
- All existing utilities, utility easements, fire hydrants and adjacent right-of-ways
- All proposed improvements, including new construction, parking, landscaping, fencing, sidewalks, driveways, refuse disposal, snow storage areas, lighting, drainage, and any other proposed changes to the property
- All proposed utilities mains, extensions, easements, fire hydrant locations and any other proposed fire code related features

____ Building Elevations, if proposing more than 2-stories (all sides)

The applicant is encouraged to bring anything else that might explain the proposed project. The more detail provided in support of the application, the more information staff will be able to provide you as you move forward.

C. DESCRIPTION OF PROJECT:

D. OWNER(S) OF RECORD:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

APPLICANT (if different from above):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

TECHNICAL/PROFESSIONAL:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____