



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

File #: _____
 Date: _____
 Intake Staff: _____
 Check #: _____
 Amount: _____
 Element Review: _____
 Sufficiency Review: _____

MINOR WAIVER PRELIMINARY PLAT APPLICATION

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.
- Schedule a Date and Time with City Staff to Submit the Application: _____(Date/Time)
- When all application materials are submitted to the Planning & Building Department, and the staff finds the application is complete, the staff will notice the adjacent land owners of the proposal. If no comments are received, the city will issue a preliminary plat approval. If concerns raised by neighbors cannot be mitigated through standard conditions of approval, the subdivision will be scheduled for a public meeting before the City Council.

A. PROJECT INFORMATION:

Project /Subdivision Name: _____
 Street Address _____
 Assessor's Tract No.(s) _____ Lot No(s) _____
 Block # _____ Subdivision Name _____
 1/4 Sec _____ 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

 Representative'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

Application Contents:

All applicable items required by *Appendix B: Preliminary Plat Submittal Requirements* of the Whitefish Subdivision Regulations must be submitted to the Whitefish Planning & Building Department with the application for preliminary plat, including the following:

Attached

- ___ Preliminary Plat Waiver Application
- ___ 2 copies of the preliminary plat
- ___ One reduced copy of the preliminary plat not to exceed 11" x 17"
- ___ Deed and Encumbrance Report (aka 'title report') no more than 90 days old
- ___ Environmental Assessment (unless a 1st minor from a tract of record)
- ___ Applicable items from Appendix B of the Whitefish Subdivision Regulations (can be found at: www.cityofwhitefish.org)
- ___ Any additional information requested during the pre-application process
- ___ Documentation from public records demonstrating the subdivision is a minor
- ___ Recommendation from the Parks Board – unless exempt 12-4-10(C)
- ___ \$100.00 deposit for sign to be posted on-site during the duration of the public process (submit a separate check, which will be returned to you after you return the sign to the Planning Office)

I understand I am responsible for maintaining the public notice sign on the subject property during the entire public process. I understand I will forfeit my \$100.00 deposit, if I do not return the public notice sign to the Planning & Building Department in good condition after the public review.

Applicant Date

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: _____

B. GENERAL DESCRIPTION OF SUBDIVISION:

ZONING DESIGNATION: _____

LOTS AND ACREAGE:

Total Acreage in Subdivision: _____ Number of Lots or Rental Spaces: _____

Maximum Size of Lots or Spaces: _____ Minimum Size of Lots or Spaces: _____

PROPOSED USE(S) AND NUMBER OF ASSOCIATED LOTS/SPACES:

Single Family: ____ Townhouse: ____ Mobile Home Park: ____ Duplex: ____ Apartment: ____

Commercial: ____ Industrial: ____ Condominium: ____ Multi-Family: ____ Other: ____

PARKLAND/OPEN SPACE PROPOSAL: The following information is required to show how the project meets the parkland dedication requirements of the subdivision regulations (Section 12-4-10). A recommendation from the Park Board is required to be submitted along with the application, unless exempted under the subdivision regulations 12-4-10(C).

- Date of Parks Board Meeting (prior to submitting an application): _____
- Market Value before Improvements: _____
- Total Acreage in Parks, Open Spaces and/or Common Areas: _____

CRITICAL AREAS ON-SITE OR NEARBY:

- Lake Wetlands Streams Stormwater Conveyance High Groundwater Slopes 10-30%
 Slopes 30%+ Floodplain

C. DESCRIBE HOW THE PROJECT MEETS THE CRITERIA IN SECTION 12-3-7(A):