



**City of Whitefish**  
 418 E 2<sup>nd</sup> St | PO Box 158  
 Whitefish, MT 59937  
 Phone: 406-863-2460  
 Fax: 406-863-2419

Date Submitted: \_\_\_\_\_

Intake Staff: \_\_\_\_\_

## **ARCHITECTURAL REVIEW: PRE-APPLICATION REVIEW**

The purpose of a pre-application review with the Architectural Review Committee is to assist applicants in preparing their applications for a formal Architectural Review submittal, to identify potential problems and to expedite review of applications. These meetings are informal and provide applicants an opportunity to engage in dialogue with the Committee. 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 a pre-application meeting are nonbinding and do not vest a project nor is the information provided an implied or conditional approval of the project.

### **INSTRUCTIONS:**

- Pre-application is recommended for all commercial, industrial, public and multi-family (4-plex and greater) projects and any other proposals that may benefit from being reviewed by the Committee.
- Submit the completed application and appropriate attachments to the Planning Office **two (2) weeks** prior to the Architectural Review Committee meeting.
- April through October**, the Architectural Review Committee meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 8:15AM. **November through March**, the committee meets only once a month at 8:15 AM on the 1<sup>st</sup> Tuesday. All meetings are held at City Hall at 418 E 2<sup>nd</sup> Street.

### **A. PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Architectural Review District: \_\_\_\_\_ 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 Signature\*\*

\_\_\_\_\_  
 Date

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

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

\_\_\_\_\_  
 Date

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

\*\*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 4 COPIES PLUS AN ELECTRONIC COPY OF THE FOLLOWING**

- Architectural Review: Pre-Application Review Form
- Site Plan with vicinity map shall include the following:
  - North Arrow
  - All property lines with dimensions and contours
  - Existing improvements on property (streets, drives, structures, fences, driveways, sidewalks)
  - Proposed improvements (new construction, parking, landscaping, fencing, sidewalks, driveways, refuse disposal, snow storage areas, lighting, drainage, and any other proposed changes to the property)
- Building Elevations (all sides)
- Floor Plans
- Site Section (building & site)

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

**C. DESCRIPTION OF PROJECT:**

**D. OWNER/APPLICANT INFORMATION**

**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/LICENSED ARCHITECT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_