



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: \_\_\_\_\_

**LAKESHORE CONSTRUCTION PERMIT**  
**APPLICATION**

*WHITEFISH or LOST COON LAKE*

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

A permit is required for any work, construction, demolition, dock/shorestation/buoy installation, and landscaping or shoreline modification in the lake and lakeshore protection zone – an area extending 20 horizontal feet landward from mean high water of:

- 3,000.79' msl (NAVD 1988) for Whitefish Lake
- 3,104' msl (NAVD 1988) for Lost Coon Lake

**INSTRUCTIONS:**

- Submit the application fee, completed application and appropriate attachments to the Whitefish Planning & Building Department a minimum of **three (3) weeks prior** to the Lakeshore Protection Committee meeting at which this application will be heard.
- The regularly scheduled meeting of the Lakeshore Protection Committee is the second Wednesday of each month at 6:00 PM at City Hall at 418 E 2<sup>nd</sup> Street.
- After the Lakeshore Protection Committee meeting, the application will be forwarded along with the Committee's recommendation to the next available City Council meeting for final action, unless it is a committee approved permit.
- All work will be inspected for conformity with permit. Permits are valid for one year from date of approval and can be renewed by the governing body upon request.

**A. LEGAL DESCRIPTION OF PROPERTY:**

Street Address \_\_\_\_\_

How many feet of the lake frontage do you own? \_\_\_\_\_

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 Signature<sup>1</sup>

\_\_\_\_\_  
 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

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

**APPLICATION CONTENTS:**

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

\_\_\_\_ Lakeshore Construction Permit Application

\_\_\_\_ Written description how the project meets the criteria in Sections C-F

\_\_\_\_ Site Plan drawn to scale

\_\_\_\_ Project Drawing that is drawn to scale

\_\_\_\_ Vicinity Map

\_\_\_\_ Minimum of three (3) photos: 1 photo of property from lake; 2 photos showing lakeshore protection zoning from property boundary toward the other property boundary (e.g., from the north property line across property to the south) and photos of each existing structure or constructed area within the lakeshore protection zone (dock, boathouse, stairs, etc.)

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

**CONTRACTOR:**

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

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

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

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

- C. NATURE OF THE PROPOSED WORK:** (describe what you propose to build, demolish or install. Give dimensions, material and list heavy equipment, if any to be used.)
- D.** Describe any Environmental Impacts (e.g. impacts on water quality or fish and wildlife habitat, increased sedimentation, etc.). Explain what measures will be taken to alleviate these impacts.
- E.** Describe existing improvements on the property within the lakeshore protection zone along with the square footage of each such as an existing dock, stairs, deck or patio and when they were constructed, if known, or the permit number.
- F.** If a variance is requested in addition to this permit, specify the reasons or conditions which require or warrant the variance on a separate variance form. An additional fee is required for a variance request. What is the variance proposal?

**FEES:**

<b>Administrative Permit</b> no committee meeting: waterlines, dead trees, buoys, burning etc.	\$75
<b>Administrative Permit</b> with committee meeting: docks under 60', shore stations	\$255
<b>Standard Permit</b> (construction, rip rap, stairs, dredging, filling, excavation, clearing, machinery operations)	\$350 base fee (1 activity)  \$140 each additional activity <i>(Activity is defined as a separate component or project that by itself would require a permit)</i>
<b>Variance – Minor</b>	\$490/variance – added to standard permit fee; supplemental application required
<b>Variance – Major</b>	\$1,400/variance – added to standard permit fee; supplemental application required
<b>“After-the-Fact” Permit</b>	4 times the normal fee