



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

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 2nd 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: _____

Underlying Zoning District(s): _____

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

 Representative'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.

APPLICATION CONTENTS:

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

- Electronic version of entire application in Adobe Acrobat .pdf
- 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; density of dwelling units per gross acre; and other pertinent information. A narrative may also be submitted to supplement the site plan requirements. For full list of required items see [§11-2S-8\(B\)](#).
- A written report of any adjacent neighborhood citizen outreach completed, and any concerns raised. Full requirements can be found in [§11-2S-8\(A\)\(1\)](#). – **8 copies**
- A written statement of the extent to which the plan deviates from zoning and/or “Standards for Design and Construction” (public works standards). For full description of written statement requirements, see [§11-2S-8\(A\)\(9\)](#). – **8 copies**
- An ownership designation and management plan for all open space and common areas, including maintenance and weed control responsibilities. [\[§11-2S-8\(A\)\(4\)\]](#) – **8 copies**
- If affordable housing is a component of the project, describe how the project is implementing the standards in [§11-2S-7](#) and provide a draft Housing Mitigation Agreement. [\[§11-2S-8\(A\)\(5\)\]](#) – **8 copies**
- Proposed schedule of completion and phasing of the development, if applicable – **8 copies**
- All proposed covenants, conditions and restrictions (CC&Rs) – **8 copies**
- A written description adequately addressing how the project meets the criteria outlined in Section D – **8 copies**
- Where new buildings or additions are proposed, building sketches and elevations shall be submitted – **8 copies**
- Any other information that may be deemed relevant and appropriate to allow for adequate review including:
 - The manner in which services will be provided such as water, sewer, storm water management, schools, traffic management, recreational facilities and/or other applicable services and utilities that may not be already included on the submitted site plan.
 - Any special design standards, materials and/or colors
- Any other additional information requested during the pre-application process
- 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: _____

PUD Type: Residential Mixed-Use Commercial Light Industrial or Industrial

Initial Planned Unit Development

Amendment to an Approved/Existing Planned Unit Development

B. OWNER/APPLICANT INFORMATION

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: _____

OTHER TECHNICAL/PROFESSIONAL:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

C. DESCRIBE PROPOSED USE: Include an overall description of the goals and objectives for the development of the project.

D. FINDINGS: The following criteria form the basis for approval or denial of the Planned Unit Development ([§11-2S-9](#)). The burden of satisfactorily addressing these criteria lies with the applicant. Review the criteria below and discuss how the proposal conforms to the criteria. If the proposal does not conform to the criteria, describe how it will be mitigated. Each criteria below shall be addressed with an eye toward community benefit and how the project goes above and beyond the standard requirements.

1. Explain how the project substantially achieves the applicable Purpose and Intent items found in [§11-2S-1](#):

2. Explain how the project provides a clear community benefit and why there is proper justification for any proposed deviations from standards:

3. Explain how environmentally sensitive areas of the site are being preserved and protected by the proposed development. A full description of environmentally sensitive areas can be found in [§11-2S-9\(B\)\(1\)](#).

4. Explain how the development is being sensitive to and respectful of wildlife habitat and/or seasonal migration corridors as identified by a competent wildlife assessment or verified by empirical evidence.

5. Explain how the open spaces, either planned for persons expected to reside in the completed development (children, young adults, seniors, etc.) or available to the public in general, are being provided by the development.

6. Explain how the character and qualities of existing neighborhoods are being preserved and protected. Proposed PUDs are to be integrated into the existing neighborhood in terms of scale, quality, character, and street continuity. When, in the judgement of the City Council, such integration is not possible, practical, or will otherwise not produce desired outcomes for the existing neighborhood, effective buffering and transitions must be provided by the proposed development.

7. Explain how street continuity is being maintained by extending the Whitefish street grid and other established street systems consistent with adopted transportation plans.

8. Explain how the new development is providing attractive, high quality streetscapes through the use of landscaping, sidewalks/bikeways, street trees, and quality street lighting fixtures, including design consideration for and integration with adjacent structures.

9. Explain how the proposed development is, to the extent possible, providing pedestrian, transit, and bicycle facilities, and encourage transportation alternatives consistent with the Whitefish Growth Policy, adopted transportation plans, and the Bicycle and Pedestrian Master Plan.

10. If the proposed development taking advantage of the density bonus pursuant to §11-2S-3, explain how the development is providing affordable/workforce housing of the unit type(s) and quantity set forth in the Whitefish Growth Policy, Housing Needs Assessment, and/or the Whitefish Housing Strategic Plan.

11. Explain how the project is avoiding a monotonous and/or institutional appearance through varied architecture and orientation of buildings, and where appropriate, varying the type of residential unit within the project.

12. Explain how the project is avoiding or effectively mitigating adverse impacts identified through the development review process.

13. Explain how the new development is demonstrating substantial compliance with and/or implementation of the growth policy, including adopted neighborhood plans and corridor plans.