



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

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_

**ARCHITECTURAL REVIEW**  
***Multifamily, Townhouse, Duplex***

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

(see current fee schedule)

**INSTRUCTIONS:**

- A pre-application meeting with the Architectural Review Committee is highly recommended for projects with four or more units.
- Submit the application fee, completed application and appropriate attachments to the Whitefish Planning & Building Department a minimum of **two (2) weeks** prior to the Architectural Committee meeting at which this application will be heard.
- 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:**

\* 3 plex or greater

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

Name of Architect Licensed in the state of Montana\*: \_\_\_\_\_

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

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.

## B. APPLICATION CONTENTS:

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

- 1 printed copy and an electronic copy of the application and supplemental materials.
- Architectural Review Application
- Written description how the project meets the criteria in Section D
- Site Plan with vicinity map  
The site plan, drawn to 1:20 scale, which shows in detail your proposed use, your property lines, existing and proposed buildings, traffic circulation, pedestrian, bicycle and driveways, parking, landscaping, fencing, signage, and any unusual topographic features such as slopes, drainage, ridges, etc.
- Building Elevations (all sides): 1/8" scale
- Schematic Floor Plans: 1/8" scale
- Landscaping Plan (concept that includes lighting, parking, plantings, hard surfaces, sidewalks, patios, fencing, etc.): 1:20 scale
- Signage (concept – conceptual signage plans do not constitute an approval of the signs, a separate permit is required)
- Parking plan
- Detailed architectural drawings showing the building materials, location on the building and relevant details
- Details of exterior lighting, windows, doors and any exterior features
- Samples or details of all materials proposed for the exterior of the building, including color chips
- Model, 3-D rendering or perspective (A colored elevation does not satisfy this requirement.)
- A contextual analysis of how the building relates to the neighborhood. This could include photos, site sections or other visual detail.

The applicant is encouraged to bring anything else that might explain the building and support the design concept including attendance of a design professional. The more detail and materials provided in support of the application, the greater likelihood of a quicker and smoother decision-making process. A model with sample materials is encouraged. The project is reviewed for conformity with the *City of Whitefish Architectural Review Standards*. The Architectural Review Standards can be found at [www.cityofwhitefish.org](http://www.cityofwhitefish.org).

Certain projects are required to have an architect's stamp on the plans. An architect shall be involved in the Architectural Review process for these projects. For other projects, the applicant is encouraged to seek design professional assistance to complete this application and ensure the project meets the Architectural Design Standards.

**C. 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: \_\_\_\_\_

**ARCHITECT LICENSED IN THE STATE OF MONTANA:**

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

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

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

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

**OTHER TECHNICAL/PROFESSIONAL:**

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

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

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

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

**D. DESCRIPTION OF PROJECT:**

ZONING DISTRICT: \_\_\_\_\_

**E. REVIEW CRITERIA:** The following criteria form the basis for approval or denial of a project's Architectural Review. The burden of satisfactorily addressing each of 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 standards, describe why and how this design will better implement the architectural review standards.

1. Describe how the site plan will meet the general objectives and the specific standards in Chapter 6 and §6.1. In addition, describe how the project will meet the requirements for:

- a. Landscaping: §6.2
- b. Parking: §6.3
- c. Outdoor Lighting: §6.4

2. How is the proposal compatible with the surrounding neighborhood and community: §6.7, 6.6:

- a. Structural bulk and massing
- b. Scale
- c. Context of existing neighborhood
- d. Community Character

3. If this is a neighborhood and/or development with more than one multi-family structure and/or townhouse, describe how the building is substantially different other multi-family or townhouses in the neighborhood and/or development: §6.7.2

- Color<sup>1</sup>
- Materials
- Height
- Scale
- Form
- Roof Articulation
- Transition Spaces
- Texture
- Orientation on the Site
- Mass
- Shape
- Façade Modulation
- Articulation of Building Materials and Elements

4. Garages forward of the foundation line of the main living area are not permitted for multi-family structures including townhouse/duplex units: §6.8. If proposing this type of design, describe:

- a. How this design is unavoidable and why alternative designs will not be successful.
- b. How the impacts of this design will be mitigated in an overall design strategy using three or more of the strategies in §6.8.

5. Describe how the exterior materials (color and texture) are met generally and within the appropriate district: §6.9

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<sup>1</sup> Although by itself is not sufficient to create substantial difference in exterior appearance  
Revised 12-7-20

6. Townhouse/Duplex/Triplex Standards: Describe how the structure(s) will meet §6.10
  - a. Describe how the minimum requirements in §6.10 are being implemented.
  - b. Are any enhancement features being incorporated into the design? Describe.