



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

**MINOR 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. The City recommends complete applications be submitted a minimum of **sixty (60) days prior** to the City Council meeting at which this application will be heard.
- Schedule a Date and Time with City Staff to Submit the Application: \_\_\_\_\_ (Date/Time)
- The regularly scheduled meeting of the City Council is the first and third Mondays of each month at 7:10PM in the Council Chambers at 418 E 2<sup>nd</sup> Street.

**A. PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
 Street 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:**

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

- Eight (8) copies of the Preliminary Plat Application and supplemental information
- Electronic version of the entire application and supplemental information (i.e. pdf)
- Eight (8) copies of the preliminary plat
- Eight (8) copies of the Deed and Encumbrance Report (aka “title report”), no more than 90 days old
- Eight (8) copies of the Environmental Assessment (unless a 1<sup>st</sup> minor from a tract of record)
- Eight (8) copies of the Applicable items from Appendix B of the Whitefish Subdivision Regulations (can be found at: [www.cityofwhitefish.org](http://www.cityofwhitefish.org))
- Eight (8) copies of the Housing Mitigation Plan (unless exempt)
- Eight (8) copies of any additional information requested during the pre-application process
- Eight (8) copies of documentation from public records demonstrating the subdivision is a minor
- Eight (8) copies of the Fair Market Land Value (state of Montana Department of Revenue for the most current year)
- Eight (8) copies of the Recommendation from the Parks Board – unless exempt 12-410(C)
- \$100 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)

When all application materials are submitted to the Planning & Building Department, and the staff finds the application is complete, the staff will schedule the subdivision for a public meeting before the City Council. The Council must act within 60 working days once an application is determined to be complete pursuant to §12-3-5 of the Subdivision Regulations.

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 Signature

\_\_\_\_\_  
Date

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

**OTHER TECHNICAL/PROFESSIONAL:**

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

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

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

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

**D. GENERAL DESCRIPTION OF SUBDIVISION:**

- Initial Preliminary Plat
- Amendment to an Approved Preliminary Plat
- Change a Condition of Approval to an Approved Preliminary Plat (attach a narrative explaining which condition you are requesting to be changed and why the condition is no longer valid or warranted)
- Re-file of an Expired Preliminary Plat; date preliminary plat expired: \_\_\_\_\_

**ZONING DESIGNATION:** \_\_\_\_\_

If proposing to change the underlying zoning, proposed zoning: \_\_\_\_\_

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

Total Acreage in Lots: \_\_\_\_\_ Total Acreage in Streets or Roads: \_\_\_\_\_

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

Single Family: \_\_\_\_\_ Townhouse: \_\_\_\_\_ Mobile Home Park: \_\_\_\_\_

Duplex: \_\_\_\_\_ Apartment: \_\_\_\_\_ Recreational Vehicle Park: \_\_\_\_\_

Commercial: \_\_\_\_\_ Industrial: \_\_\_\_\_ Planned Unit Development: \_\_\_\_\_

Condominium: \_\_\_\_\_ Multi-Family: \_\_\_\_\_ Other: \_\_\_\_\_

**CRITICAL AREAS ON-SITE OR NEARBY:**

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

**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 Land Value (state of MT Department of Revenue for the most Current Year): \_\_\_\_\_
- Total Acreage in Parks, Open Spaces and/or Common Areas: \_\_\_\_\_

**IMPROVEMENTS TO BE PROVIDED:**

**Roads:**  Gravel    Paved    Curb    Gutter    Sidewalks    Alleys    Other (explain): \_\_\_\_\_

**Water System:**  Individual    Multiple User    Neighborhood    Public    Other (explain): \_\_\_\_\_

**Sewer System:**  Individual    Multiple User    Neighborhood    Public    Other (explain): \_\_\_\_\_

**Other Utilities:**  Cable TV    Telephone    Electric    Gas    Other (explain): \_\_\_\_\_

**Solid Waste:**  Home Pick Up    Central Storage    Contract Hauler    Owner Haul

**Mail Delivery:**  Central    Individual

**Fire Protection:**  Hydrants    Tanker Recharge

**Drainage System:** \_\_\_\_\_

**E. VARIANCES:**

ARE ANY VARIANCES TO THE SUBDIVISION REGULATIONS BEING REQUESTED?

- Yes    No

If yes, please complete the Variance Section (attached) and submit the applicable fee.

