



City of Whitefish
 Planning & Building Dept
 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 6:00PM in the Council Chambers 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 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:

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

- Eight (8) copies of Planned Unit Development Application
- Eight (8) copies of 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\(B\)](#)
- Eight (8) copies of a written report of any adjacent neighborhood citizen outreach completed, and any concerns raised. Full requirements can be found in [§11-2S-8\(A\)\(1\)](#)
- Eight (8) copies of 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\(A\)\(9\)](#)
- Eight (8) copies of an ownership designation and management plan for all open space and common areas, including maintenance and weed control responsibilities. [\[§11-2S-8\(A\)\(4\)\]](#)
- Housing Mitigation Plan (unless exempt)
- Eight (8) copies of the proposed schedule of completion and phasing of the development, if applicable.
- Eight (8) copies of all proposed covenants, conditions, and restrictions (CC&Rs)
- Eight (8) copies of the written description of how the project meets the criteria in Section F
- Eight (8) copies of where new buildings or additions are proposed, building sketches and elevations shall be submitted
- 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
- Electronic version of entire application (i.e. pdf)
- Any 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.

C. GENERAL DESCRIPTION OF PROJECT

Total Area of Property: _____ Zoning District: _____

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

- Initial Planned Unit Development
- Amendment to an Approved/Existing Planned Unit Development

D. 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: _____

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

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.

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.