



City of Whitefish  
 Planning & Building Dept  
 418 E 2<sup>nd</sup> St | PO Box 158  
 Whitefish, MT 59937  
 Phone: (406) 863-2410

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Intake Staff: \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Acct #: 1000 101000 341063  
 Date Complete: \_\_\_\_\_

**ADMINISTRATIVE CONDITIONAL USE PERMIT**

**FEE ATTACHED \$** \_\_\_\_\_  
 (see current fee schedule)

**INSTRUCTIONS:**

- A Site Review Meeting with city staff is required for new construction, additions, or changes to parking lots. Date of Site Review or Meeting: \_\_\_\_\_
- Submit the application fee, completed application, and appropriate attachments to the Whitefish Planning & Building Department.
- City Staff will notice the property owners within 300-feet of the project and place a legal notice in the Whitefish Pilot.
- After the required 15-working day comment period ends after public notice, staff will either issue the permit, issue the permit with conditions, or elevate the permit to the full Conditional Use Permit public hearing review.

**A. PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Assessor's Tract No.(s) \_\_\_\_\_ Lot No(s) \_\_\_\_\_  
 Block # \_\_\_\_\_ Subdivision Name \_\_\_\_\_  
 Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

----- **For City Staff Use Only** -----

- Approved
- Approved with conditions: \_\_\_\_\_  
 \_\_\_\_\_
- Elevated to full CUP

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.

\_\_\_\_\_  
Property 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 property 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**

- One (1) printed copy and one (1) electronic copy (pdf) of the application and supplemental materials.
- All questions/ boxes under C, D, and E of this application are filled out with the required information.
- Site Plan – drawn to scale, which shows in detail the proposed use, property lines and setback lines, existing and proposed buildings, driveways, parking lots with spaces and drive aisles delineated, landscaping, fencing, signage, all public trees within 50-feet of the property and any unusual topographic features such as slopes, drainage, ridges, etc.
- Floor plans – commercial uses require “to scale” floor plans with gross square footage delineated where off-street parking is required. Where new buildings or additions are proposed, floor plans and elevations are required.
- Will this project provide affordable housing:  Yes  No  
If yes, complete a Housing Mitigation Plan
- Tree Preservation Plan – show a site plan with trees 6-inch DBH or greater to be preserved with project
- Public Trees – show all public trees to be saved or removed. Any public trees proposed to be removed must be approved by the Director of Parks and Recreation.
- If the project is a multi-family development, complete the **Multi-Family Development Standards Supplemental**
- If the project is a mixed-use or non-residential development, complete the **Mixed-Use and Non-Residential Building Development Standards Supplemental**
- Any additional information requested during the pre-application process

When all application materials are submitted to the Planning & Building Department, the application will be reviewed by City departments.

**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. DESCRIBE PROPOSED USE:**

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

**E. REVIEW CRITERIA:** The following criteria form the basis for approval or denial of the Conditional Use Permit. 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.

1. Describe how the proposal conforms to the applicable goals and policies of the Whitefish City-County Growth Policy.



5. Are all necessary public services and facilities available and adequate? If not, how will public services and facilities be upgraded?
  - a. Sewer
  - b. Water
  - c. Stormwater
  - d. Fire Protection
  - e. Police Protection
  - f. Street (public or private)
  - g. Parks (residential only)
  - h. Sidewalks
  - i. Bike/pedestrian ways – including connectivity to existing and proposed developments

6. How will your project impact on adjacent properties, the nearby neighborhoods and the community in general? Describe any adverse impacts under the following categories.
  - a. Excessive traffic generation and/or infiltration of traffic into neighborhoods
  - b. Noise, vibration, dust, glare, heat, smoke, fumes, odors

7. What are the proposed hours of operation?

8. How is the proposal compatible with the surrounding neighborhood and community in general in terms of the following:
  - a. Structural bulk and massing
  - b. Scale
  - c. Context of existing neighborhood
  - d. Density
  - e. Community Character
  
9. Please address how the project meets each of the performance standards outlined in the zoning ordinance for your particular proposed use. Those are found under 11-3, Special Provisions: professional offices (11-3-16), personal services (11-3-30), multi-family dwellings (11-3-42), or marijuana facilities (11-3-34).