



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

File #: _____
 Date: _____
 Intake Staff: _____
 Check #: _____
 Amount: _____
 Acct #: 1000 101000 341064
 Date Complete: _____

Sign Permit Application

SELF ESTIMATED FEE ATTACHED \$ _____ SIGN DISTRICT: _____
(see fee schedule on pg 3) (see map & link on pg 4)

A. PROJECT INFORMATION

Name of Business (requesting to place the sign): _____

Location Address (where sign will be placed): _____

Conditions: **Please initial next to each condition, signifying your acknowledgement and adherence.**

- _____ It shall be the applicant's responsibility to become familiar with the Whitefish sign regulations and to ensure that the proposed sign fully complies with such regulations.
- _____ All free-standing and ground-mounted signs shall have a landscaped area around the base of the sign. The landscape area shall contain living landscape materials consisting of shrubs and/or perennial ground cover plants placed throughout the landscape area.
- _____ Multiple Businesses on a Single Development Site require a master site plan and other additional documentation. See Section B. Application Contents for further information.

I, the undersigned, hereby apply for a permit to erect the sign(s) described herein and agree to conform with all regulations of City of Whitefish Municipal Code and Sign Ordinance. I understand that the permit is for the sign only. Any structural, foundation, or electrical work requires a separate permit. I hereby attest that the information provided above is true and accurate; and I understand that any misrepresented or inaccurate representation of information may result in the invalidation of this permit.

This permit becomes null and void if the sign(s) authorized by this permit are not installed within 180 days from the permit's date of issuance.

 Owner's Signature**

 Date

 Print Name

 Applicant's Signature

 Date

 Print Name

B. APPLICATION CONTENTS

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

- One (1) printed copy or one (1) electronic copy of the application and supplemental materials.
- Sign Permit Application
- An aerial site plan showing the dimensions of the property, building location, driveway(s) and other relevant features, including the proposed location of the signs(s) on the site and/or on the building and any data on existing signs remaining on site.
- Scaled drawing of the individual sign(s) showing specifications of the individual sign(s) showing the height, size, dimensions, materials, colors, structural supports, landscaping, lighting, and electrical components and the total square footage for each sign(s) face.
- Multiple Businesses On a Single Development Site:*** A master sign plan will be required for all multi-use buildings and commercial developments containing more than one tenant and/or building that will be kept on file with the city. The property owner must submit a letter stating the allowable square footage per tenant. The master sign plan must be approved prior to issuance of a building permit for all new buildings, additions or renovations. The master sign plan is assigned to the address of the multi-use or commercial center and does not move with the individual tenants.

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: _____

SIGN CONTRACTOR / INSTALLER:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip: _____

Email: _____

D. DESCRIPTION OF PROJECT:

SIGN TYPE	OLD	NEW	DIMENSIONS in FT	TOTAL AREA IN SF	BUILDING FRONTAGE LINEAL FEET	NOTES / PREVIOUS PERMIT & TAG NUMBER (IF APPLICABLE)
Ground Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Projecting Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
Wall / Building Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
_____ Sign	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ x _____=			

FEE SCHEDULE

Size of Sign

0-25 square feet
 26-50 square feet
 51 square feet and over
 "After the Fact" permit

Base Fee

\$100 + \$5 per square foot
 \$165 + \$5 per square foot
 \$230 + \$5 per square foot
 Double the Permit Fee

[Sign District Link](#)

APPENDIX G – SIGN STANDARDS TABLE

	BUILDING MOUNTED SIGNS		FREESTANDING SIGNS			
SIGN DISTRICT Type of Use	Number of Signs	Allowable Area⁴	Number of Signs	Height³	Area Per Sign⁴	Spacing
HIGHWAY DISTRICT						
Commercial, conditional, institutional or other nonresidential use	3	0.5 square foot/lineal foot of building frontage	1 for 150 foot lot 2 for 151 foot – 300 foot lot 3 for 301 foot – 450 foot lot	10 feet	75 square feet per sign	60 feet
Multi-tenant or building developments	1 per tenant	0.6 square foot/lineal foot of building frontage	1 for 150 foot lot 2 for 151 foot – 300 foot lot 3 for 301 foot – 450 foot lot	10 feet	65 square feet per sign plus 10 square feet per tenant ⁵	60 feet
Residential – single-family, PUD/multi-family development	1	2 square feet	1 per subdivision or development	4 feet	24 square feet	
OLD TOWN DISTRICT						
Commercial, conditional, institutional or other nonresidential use	2, or 3 if two frontages	0.4 square foot/lineal foot of building frontage	1 per development or site ¹	6 feet	24 square feet	60 feet
Multi-tenant or building developments	1 per tenant, plus an under the awning sign	0.5 square foot/lineal foot of building frontage 8 square feet for under the awning sign w/ 7' clearance	1 per development or site ¹	6 feet	24 square feet plus 5 square feet per tenant	60 feet

Residential – single-family, PUD/multi-family development	1	2 square feet	1 per subdivision or development	4 feet	24 square feet	
COMMUNITY BUSINESS/RESORT DISTRICT						
Commercial, conditional, institutional or other nonresidential use	1	24 square feet	1 per development or site ¹	6 feet	24 square feet	60 feet
Multi-tenant or building developments	1 per tenant	24 square feet for buildings less than or equal to 40 lineal feet of frontage or 24 square feet plus 0.6 square foot per lineal foot of building frontage in excess of 40 lineal feet	1 per development or site ¹	6 feet	24 square feet plus 5 square feet per tenant	60 feet
Residential – single-family, PUD/multi-family development	1	2 square feet	1 per subdivision or development	4 feet	24 square feet	
BUSINESS SERVICE DISTRICT						
Commercial, conditional, institutional or other nonresidential use	2	24 square feet	1 for 250 foot lot frontage 2 for 251 foot lot frontage or greater or corner lot	8 feet	50 square feet per face	60 feet
Multi-tenant or building developments	1 per tenant	24 square feet per tenant (or 30 square feet if no freestanding sign)	1 per development or site ¹	6 feet	24 square feet plus 5 square feet per tenant	60 feet
Residential – single-family, PUD/multi-family development	1	2 square feet	1 per subdivision or development	4 feet	24 square feet	

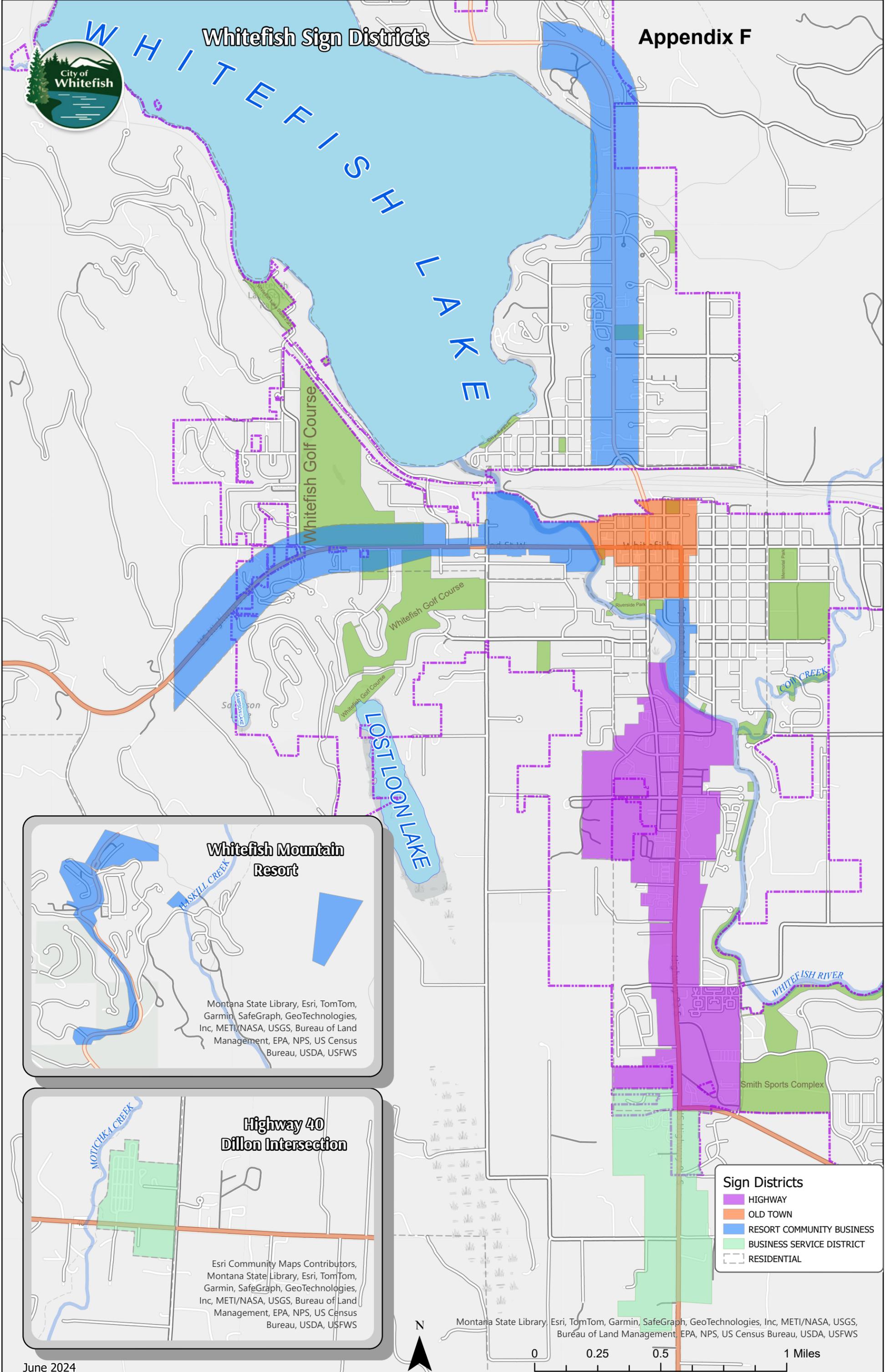
RESIDENTIAL DISTRICT						
Residential – single-family, PUD/multi-family development	1	2 square feet	1 per subdivision or development	4 feet	10 square feet	
Conditional, institutional or other nonresidential use	1 per site ²	24 square feet	1 per development or site ²	4 feet	10 square feet	

Notes:

1. Developed site is any tract of land, which constitutes a site on which development is proposed, under construction or exists, including multiple contiguous lots.
2. One sign permitted, either one wall sign or one freestanding sign.
3. See sign height measurement standards.
4. See sign area measurement standards.
5. For multi-tenant buildings or businesses, each freestanding sign gets a base allowance of 65 square feet. The development then gets an additional 10 square feet per tenant to be split by the number of freestanding signs. For example, if a multitenant business has 230 feet of frontage and 8 tenants, the business can have 2 freestanding signs of 65 square feet each, plus 80 square feet to be divided between the 2 signs, for a total of 105 square feet per freestanding sign.

Whitefish Sign Districts

Appendix F



Whitefish Mountain Resort

Montana State Library, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

Highway 40 Dillon Intersection

Esri Community Maps Contributors, Montana State Library, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

- Sign Districts**
- HIGHWAY
 - OLD TOWN
 - RESORT COMMUNITY BUSINESS
 - BUSINESS SERVICE DISTRICT
 - RESIDENTIAL

