



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 341070
 Date Complete: _____

ADMINISTRATIVE 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.
- Schedule a Date and Time with City Staff to Submit the Application: _____ (Date/Time)
- When all application materials are submitted to the Planning & Building Department, and the staff finds the application is complete, the staff will notice the adjacent landowners of the proposal. Once the comment period is complete, a decision will be issued. Staff decisions are appealable to City Council. (§12-3-8D, WCC)

A. PROJECT INFORMATION:

Project Name: _____
 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:

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

- One (1) printed copy and one (1) electronic copy of the application and supplemental materials.
- 2 copies of the preliminary plat
- Deed and Encumbrance Report (aka 'title report') no more than 90 days old
- Applicable items from Appendix B of the Whitefish Subdivision Regulations (can be found at: www.cityofwhitefish.org)
- Will this project provide affordable housing: Yes No If yes, complete a Housing Mitigation Plan
- Any additional information requested during the pre-application process
- Documentation from public records demonstrating the subdivision is a minor
- Recommendation from the Parks Board and Fair Market Land Value (state of Montana Department of Revenue for the most current year) – unless exempt 12-4-11(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, staff will notify adjacent landowners of the project. At the completion of the public comment period, staff will issue a decision. A decision must be made within 30 working days once an application is determined to be complete pursuant to §12-3-4 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

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:

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 (§12-4-11). A recommendation from the Park Board is required to be submitted along with the application, unless exempted under the subdivision regulations §12-4-11 (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: _____

E. DESCRIBE HOW THE PROJECT MEETS THE CRITERIA IN SECTION [12-3-8\(A\)](#):

A project is eligible for an Administrative Minor Preliminary Plat if the project:

- Is located in an area subject to and complies with zoning regulations;
- Is connecting to city water and sewer;
- Has existing legal and physical access to each lot; and
- No subdivision variances are needed nor requested.