



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: _____

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 Whitefish Community Development Board meeting at which this application will be heard.
- The regularly scheduled meeting of the Community Development Board is the third Thursday of each month at 6:00PM in the Council Chambers at 418 E 2nd Street.
- After the Community Development 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

- One (1) printed copy and one (1) electronic copy of application and supplemental materials.
- Site Plan – drawn to scale, which shows in detail the proposed use; property lines and setback lines; topography; public trees within 5-feet of the project; 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-7B
- Written report of any adjacent neighborhood citizen outreach completed, and any concerns raised. Full requirements can be found in §11-2S-7A(1)
- 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-7A(9)
- Ownership designation and management plan for all open space and common areas, including maintenance and weed control responsibilities. §11-2S-7A(4)
- Will this project provide affordable housing: Yes No
If yes, complete a Housing Mitigation Plan
- 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.
- What deviations from standards are being requested? §11-2S-5
- What community benefit will be provided? §11-2S-6
- Proposed schedule of completion and phasing of the development, if applicable.
- Proposed covenants, conditions, and restrictions (CC&Rs)
- Written description of how the project meets the criteria in Section G
- 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
- 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
- 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.

- a. Proposed Residential Density per acre: _____
- b. Percentage of common open space provided per §11-2S-3C: _____

F. IF REQUESTING A DEVIATION FROM STANDARDS (§11-2S-5)

a. What is being requested:

b. What community benefit is being provided? If checked, please explain.

- Environmentally Sensitive Areas: Protection

- Natural Features: rehabilitates natural features such as woodlands, native vegetations, topography, etc.

- Public Access: trail, trailhead, bike path, waterbody, parks, schools, etc.

- Streetscapes: improvements such as pedestrian signals, ADA compliance, public art, etc.

- Public Facilities: fire stations, utility facilities, playgrounds, public parking, etc.

- Use of Sustainable Development Techniques: design which results in sustainable development.

- Rights-Of-Way: extending public streets, bike paths, trails, and/or sidewalks

- Affordable Housing: employee housing and/or deed restricted housing, etc.

- Affordable Housing Type: mix of affordable housing types

- Overall Design: superior design elements such as open functional spaces, attractive common areas, architectural design, etc.

- Other

11. Explain how the project is avoiding a monotonous and/or institutional appearance through varied architecture and orientation of buildings, and where appropriate, varying the type of residential unit within the project.

12. Explain how the project is avoiding or effectively mitigating adverse impacts identified through the development review process.

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.