



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: _____

CHANGE OF USE ZONING COMPLIANCE PERMIT

FEE ATTACHED \$ _____

(see current fee schedule)

After-the-Fact Permit Yes No

INSTRUCTIONS:

A zoning compliance permit is required for the following changes when a building permit or conditional use permit is not required:

- A change in type of commercial use (i.e. from offices to retail or vice versa, or retail to personal services or residential)
- change from residential use to hospitality (i.e. from residential to residential short-term rental) or commercial use
- When the new use requires more off-street parking than the previous use

A. PROJECT INFORMATION:

Project or Business 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:

- Date of required pre-application meeting with staff: _____
- One (1) printed copy and one (1) electronic copy of this application and supplemental materials.
- Site Plan. Drawn to a suitable engineering scale (1" = 10', 1" = 20') and which includes the following:
 - ✓ Boundaries of the subject property with all bearings and dimensions
 - ✓ All existing improvements shown, including buildings, storage areas, garbage facilities, driveways, decks, patios, utilities, easements, and landscaping
 - ✓ Required off-street parking spaces shown with number and types provided (including full size, compact, and required handicap spaces), surface treatment, loading zones, and required parking lot landscaping
 - ✓ Locations of streets, access driveways, easements.
 - ✓ Interior floor plans for commercial spaces showing gross floor area for parking calculations

C. DESCRIPTION OF CHANGE OF USE:

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: _____

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

Approved

Approved with conditions: _____
