



**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 341067  
 Date Complete: \_\_\_\_\_

## FLOODPLAIN DEVELOPMENT VARIANCE APPLICATION

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

The variance mechanism is not intended to address situations that are a matter of convenience rather than hardship. It is not intended to provide economic relief from a specific standards requirement. A floodplain variance is not intended to address a violation that does not conform to the flood control regulations.

**INSTRUCTIONS:**

- Pre-application meeting is required with city staff. Date of pre-app meeting: \_\_\_\_\_
- Submit the application fee, completed floodplain development application, completed floodplain development variance application and appropriate attachments to the Whitefish Planning & Building Department a minimum of **45 days prior** to the Planning Commission meeting at which this application will be heard.
- The regularly scheduled meeting of the Planning Commission is the third Thursday of each month at 6:00 PM at City Hall at 418 E 2<sup>nd</sup> Street.
- Staff will make a recommendation to the Planning Commission. A staff recommendation for approval of a variance does not provide a guarantee that the variance will be approved. Appeals of the decision of the Whitefish City Council must be made in District Court per §75-7-215 of the Montana Code.

**A. PROJECT INFORMATION AND LOCATION:**

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 the application and supplemental materials.
- Floodplain Development Application – 310 Permit
- Supplemental Floodplain Development Variance Application
- Submit a site plan, either drawn to scale or with dimensions added, which shows in detail your proposed project, its dimensions, your property lines, existing and proposed buildings, base flood elevation, water quality buffer and setback, ordinary high-water mark, and any unusual topographic features such as slopes, drainage, ridges, etc. Where new buildings or additions are proposed, building sketches and elevations must be submitted.
- Address 'Findings' and 'General Criteria' under D and E

**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. REASON FOR VARIANCE** – The following criteria form the basis for approval or denial of the variance request. These criteria are intended to prevent the circumvention of the regulations and are typically based on a unique circumstance over which the property owner has no control.

1. Describe the nature of the variance request.
  
  
  
  
  
  
  
  
  
  
2. Explain which specific section of the Flood Control Regulations the variance would apply and the extent to which the request would deviate from the standard.
  
  
  
  
  
  
  
  
  
  
3. Explain the reason why the variance is needed.
  
  
  
  
  
  
  
  
  
  
4. Describe the conditions of the site as they now exist without the variance.
  
  
  
  
  
  
  
  
  
  
5. Is the variance for new construction or substantial improvements on a lot ½ acre or less in size that is outside the floodway and is contiguous to and surrounded by lots with existing structures constructed below the base flood level, or for a structure officially designated as historic?



