



**Planning Department**  
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[www.kalispell.com/planning](http://www.kalispell.com/planning)

**APPLICATION FOR PLANNED UNIT DEVELOPMENT (PUD)**

PROJECT NAME \_\_\_\_\_

1. NAME OF APPLICANT: \_\_\_\_\_
2. MAIL ADDRESS: \_\_\_\_\_
3. CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME AND ADDRESS OF OWNER IF DIFFERENT THAN APPLICANT:

4. NAME: \_\_\_\_\_
5. MAIL ADDRESS: \_\_\_\_\_
6. CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_
7. TECHNICAL ASSISTANCE: \_\_\_\_\_
8. MAIL ADDRESS: \_\_\_\_\_
9. CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

If there are others who should be notified during the review process, please list those.

\_\_\_\_\_

Check One:

- Initial PUD proposal
- Amendment to an existing PUD

- A. Property Address: \_\_\_\_\_
- B. Total Area of Property: \_\_\_\_\_
- C. Legal description including section, township & range: \_\_\_\_\_  
\_\_\_\_\_
- D. The present zoning of the above property is: \_\_\_\_\_
- E. Please provide the following information in a narrative format with supporting drawings or other format as needed:

- a. An overall description of the goals and objectives for the development of the project.
- b. In cases where the development will be executed in increments, a schedule showing the time within phase will be completed.
- c. The extent to which the plan departs from zoning and subdivision regulations including but not limited to density, setbacks and use, and the reasons why such departures are or are not deemed to be in the public interest;
- d. The nature and extent of the common open space in the project and the provisions for maintenance and conservation of the common open space; and the adequacy of the amount and function of the open space in terms of the land use, densities and dwelling types proposed in the plan;
- e. The manner in which services will be provided such as water, sewer, storm water management, schools, roads, traffic management, pedestrian access, recreational facilities and other applicable services and utilities.
- f. The relationship, beneficial or adverse, of the planned development project upon the neighborhood in which it is proposed to be established
- g. How the plan provides reasonable consideration to the character of the neighborhood and the peculiar suitability of the property for the proposed use.
- h. Where there are more intensive uses or incompatible uses planned within the project or on the project boundaries, how with the impacts of those uses be mitigated.
- i. How the development plan will further the goals, policies and objectives of the Kalispell Growth Policy.
- j. Include site plans, drawings and schematics with supporting narratives where needed that includes the following information:
  - (1). Total acreage and present zoning classifications;
  - (2). Zoning classification of all adjoining properties;
  - (3). Density in dwelling units per gross acre;
  - (4). Location, size height and number of stories for buildings and uses proposed for buildings;
  - (5). Layout and dimensions of streets, parking areas, pedestrian walkways and surfacing;
  - (6). Vehicle, emergency and pedestrian access, traffic circulation and control;
  - (7). Location, size, height, color and materials of signs;
  - (8). Location and height of fencing and/or screening;
  - (9). Location and type of landscaping;
  - (10). Location and type of open space and common areas;

- (11). Proposed maintenance of common areas and open space;
- (12). Property boundary locations and setback lines
- (13). Special design standards, materials and / or colors;
- (14). Proposed schedule of completions and phasing of the development, if applicable;
- (15). Covenants, conditions and restrictions;
- (16). Any other information that may be deemed relevant and appropriate to allow for adequate review.

If the PUD involves the division of land for the purpose of conveyance, a preliminary plat shall be prepared in accordance with the requirements of the subdivision regulations.

Please note that the approved final plan, together with the conditions and restrictions imposed, shall constitute the zoning for the district. No building permit shall be issued for any structure within the district unless such structure conforms to the provisions of the approved plan.

The signing of this application signifies that the aforementioned information is true and correct and grants approval for Kalispell Planning staff to be present on the property for routine monitoring and inspection during review process.

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(Applicant Signature)

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(Date)

## APPLICATION PROCESS

### APPLICABLE TO ALL ZONING APPLICATIONS:

A. Pre-Application Meeting:

A discussion with the planning director or designated member of staff must precede filing of this application. Among topics to be discussed are: Master Plan or Growth Policy compatibility with the application, compatibility of proposed zone change with surrounding zoning classifications, and the application procedure.

B. Application Contents:

1. **Completed application form.**

2. **Application fee** per schedule below, made payable to the City of Kalispell.

PUD/CONCEPT PUD Zoning Review Fee

Residential (no subdivision)	\$1,000 + \$125/acre
Commercial (no subdivision)	\$1,200 + \$100/acre
Residential (with subdivision)	\$1,000 + \$100/acre
Commercial (with subdivision)	\$1,000 + \$100/acre

3. **Electronic copy** of the application materials submitted. Either copied onto a disk or emailed to [planning@kalispell.com](mailto:planning@kalispell.com) (Please note the maximum file size to email is 20mg)
4. **A bona fide legal description** of the subject property and a map showing the location and boundaries of the property.\* Note verify with the Flathead County Clerk and Recorder that the legal description submitted is accurate and recordable. The Flathead County Clerk and Recorder can be reached at (406) 758-5526.

Please consult the with staff of the Kalispell Planning Office for submittal dates and dates for the planning board meeting at which it will be heard in order that requirements of state statutes and the zoning regulations may be fulfilled. The application must be accepted as complete forty-five (45) days prior to the scheduled planning board meeting.