



## Development Services

### Department

201 1st Avenue East  
Kalispell, MT 59901  
Phone (406) 758-7940

## PLANNED UNIT DEVELOPMENT

**Email:** [planning@kalispell.com](mailto:planning@kalispell.com)

**Website:** [www.kalispell.com](http://www.kalispell.com)

Project Name

Property Address

NAME OF APPLICANT

Applicant Address

City, State, Zip

*If not current owner, please attach a letter from the current owner authorizing the applicant to proceed with the application.*

OWNER OF RECORD

Owner Address

City, State, Zip

CONSULTANT (ARCHITECT/ENGINEER)

Address

City, State, Zip

POINT OF CONTACT FOR REVIEW COMMENTS

Address

City, State, Zip

List ALL owners (any individual or other entity with an ownership interest in the property):

**Legal Description (please attach a full legal description for the property and a copy of the most recent deed).**

**Before the application will be deemed to be accepted for review, our office must receive an approval of the legal description from the Flathead County Plat Room. Please submit the legal description to their office ([plat@flatheadcounty.gov](mailto:plat@flatheadcounty.gov)).**



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#### Check One:

\_\_\_\_\_ Initial PUD proposal  
\_\_\_\_\_ Amendment to an existing PUD

Present zoning of above property: \_\_\_\_\_

Total gross acres of property: \_\_\_\_\_

**Please provide the following information in a narrative format with supporting drawings or other format as needed (reference 27.19.020(3)):**

- 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.



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### APPLICATION PROCESS

(application must be received and accepted by  
the Kalispell Planning Department **35 days**  
**prior** to the Planning Commission Hearing)

#### Application Contents:

1. Completed application form
2. 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 20MB)
3. 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 Plat Room that the legal description submitted is accurate and recordable. They can be reached at (406) 758-5510.

4. If proposal involves annexation, pre plat or other action please submit appropriate application forms in addition to the PUD application

5. Application fee based on the schedule in the link below, made payable to the City of Kalispell

<https://www.kalispell.com/DocumentCenter/View/447/Planning-Fees-Schedule-2023-PDF?bidId=>

#### Fee Calculation Worksheet

Base Fee: \_\_\_\_\_

Per Unit Fee (if applicable): \_\_\_\_\_

Per Lot Fee (if applicable): \_\_\_\_\_

Total Fee: \_\_\_\_\_

\*\*\* Effective October 1, 2025, a 3% processing fee will be applied to all credit card transactions. \*\*\*

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the Kalispell City staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_