



Planning Department
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Architectural Review Committee Submittal Requirements

Drawings/Materials to be submitted (Buildings):

Architectural Site Plan / Roof Plan (streets labeled, footprint/roof plan, layout, dimensions, grades). This allows the board to understand how the building and site work together, and relate to the context of the site.

Landscape Plan (species, sizes, count, etc.) Color strongly recommended on this drawing. Allows the board to review and understand how the landscape supports and softens the architecture.

Exterior Elevations Showing all sides of the building, in color (and ideally shade/shadows), with materials that correctly represent the materials to be installed. The landscaping should also be represented on these drawings as properly as is possible. Include mechanical screening, trash enclosures, etc. 3-dimensional drawings are encouraged.

Materials and color samples: photographs and actual samples Photos should be included with the PDF/electronic submittal. Actual physical samples of the materials and colors to be presented at the meeting.

Photos of the site and neighborhood context these photos are recommended. They set the stage for conversations of 'how' and 'why' a building should or should not fit into its neighboring context.

Drawings/Materials to be submitted (Signs):

Site Plan Indicating location of each proposed sign and the location/size of each existing sign. For freestanding signs, existing/proposed landscaping in the area of the sign should be shown.

Drawing of Sign Dimensioned drawing of proposed signage including color, materials, structural supports, and lighting components. Wall signs should include an elevation of the building showing the sign.

Materials and color samples: photographs and actual samples Photos should be included with the PDF/electronic submittal. Actual physical samples of the materials and colors to be presented at the meeting.

Photos of the site and neighborhood context these photos are recommended.

Submittal Format: The plans shall be submitted as PDFs (electronic plans) for review. Plans submitted as part of a building permit must be submitted to the Building Department front desk. Their email is bldgdept@kalispell.com.

Submittal Deadline: Plans shall be submitted no later than the Monday of the week prior to the scheduled meeting date. Regular meeting dates are the second and fourth Tuesdays each month.

Stakeholder presentation: Attendance at the meeting is strongly encouraged.