



PLANNED UNIT DEVELOPMENT APPLICATION

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Project #: _____

REQUIRED SUBMITTALS

**Public Hearing with the Planning Commission required*

Application Fee: \$ 3,800.00

Publication Fee: \$ 300.00

Mailing Fee (x1): \$ 1.00 per address + \$ 28.00

(The City's standard mailing list has 28 addresses per public hearing)

A COMPLETE APPLICATION is required at time of application submittal, as determined and accepted by the Planning Department.

- ☐ **Completed application form**
- ☐ **Application, Publication, and Mailing Fees**
- ☐ **Title Report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company. The report(s) shall be a full Title Report and include the Listing Packet.
- ☐ **Mailing labels provided by an Idaho licensed Title Company:** Owner's list and three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:
 1. All property owners within 300ft of the external boundaries. *** Non-owners list no longer required***
 2. All property owners within the subject property boundaries. *(Including the applicant's property)*
 3. A copy of the tax map showing the 300ft mailing boundary around the subject property.
- ☐ **A written narrative:** Including an overall description of the location and intensity of proposed uses/activities, public and private open spaces. **(SEE PG. 4-5 FOR DETAILED LIST)**
- ☐ **A legal description:** map stamped by a licensed Surveyor.
- ☐ **A plan set map:** Providing PUD request, development plans and a phasing schedule. The respective elements of the development plans that will affect such items as the existing and proposed infrastructure, improvements, building, and landscaping and drawings fully conveying the project.
- ☐ **Submittal documents:** Applications will not be accepted unless all application items on the form are submitted both with original documents and an electronic copy.

DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posted on the property is also required and must be returned to the Planning Department.

APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
APPLICANT OR CONSULTANT:		STATUS: ENGINEER / OTHER
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

FILING CAPACITY

- ☐ Recorded property owner as to of _____
- ☐ Purchasing (under contract) as of _____
- ☐ The Lessee/Renter as of _____
- ☐ Authorized agent of any of the foregoing, duly authorized in writing. (*Written authorization must be attached*)

SITE INFORMATION:

ADDRESS OF PROPERTY OR GENERAL LOCATION:		
EXISTING CITY ZONING (CHECK ALL THAT APPLY):		
R-1 ☐ R-3 ☐ R-5 ☐ R-8 ☐ R-12 ☐ R-17 ☐ MH-8 ☐ NC ☐ C-17 ☐ C-17L ☐ CC ☐ DC ☐ LM ☐ M ☐ NW ☐		
PROPOSED OPEN SPACE/ACRES:	TOTAL NET AREA (LAND EXCLUSIVE OF PROPOSED/EXISTING PUBLIC STREETS):	TOTAL NUMBER OF LOTS:
GROSS AREA/ACRES:	CURRENT LAND USE:	PROPOSED RESIDENTIAL DENSITY/PER DWELLING UNIT:
DESCRIPTION OF PROJECT/REASON FOR REQUEST:		
PROPOSED USES AND ACTIVITIES:		
PHYSICAL LAND ALTERATION REQUIRED BY DEVELOPMENT:		

CERTIFICATION OF APPLICANT:

I, _____, being duly sworn, attests that he/she is the applicant of
(Insert name of applicant)

this request and knows the contents thereof to be true to his/her knowledge.

Signed: _____
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this _____ day of _____, 20____.

Notary Public for Idaho Residing at: _____

My commission expires: _____

Signed: _____
(notary)

CERTIFICATION OF PROPERTY OWNER(S) OF RECORD:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: _____ Telephone No.: _____

Address: _____

Signed by Owner: _____

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this _____ day of _____, 20____.

Notary Public for Idaho Residing at: _____

My commission expires: _____

Signed: _____
(notary)

I (We) the undersigned do hereby make petition a planned unit development of the property described in this petition and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record, and retained in the file.

DATED THIS _____ DAY OF _____ 20_____

APPLICATION NARRATIVE/SITE MAPS INCLUDE:

1. Application and narrative containing:

- The legal description of the property.
- An overall description of the location and intensity of proposed uses and activities, including public and private open spaces.
- A physical description of proposed facilities, including types of buildings, structures and landscape and circulation elements.
- A general designation of utilities.
- A general statement on the form of management proposed in areas of common ownership.
- A statement detailing the relationship of the proposed development project with major public development programs, including but not limited to freeways, highways, parks, trails, open spaces, utility transmission lines and other major public facilities.

2. A set of scaled drawings of the entire development prepared by an Engineer/Architect/Landscape Architect and indicating the following:

- Perimeter boundaries of the site.
- Streets and driveways, sidewalks and pedestrian-ways, off-street parking and loading areas.
- Location and dimension of buildings and structures.
- Utilization of buildings and structures, including activities and number of living units.
- Reservations for public uses, including schools, parks, playgrounds, and other open spaces.
- Major landscaping features and preliminary location of water sewage and drainage facilities.
- Artists or architectural renderings sufficient to clearly establish the scale, character and general appearance of the development.

3. Preliminary development schedule indicating:

- Anticipated timing for commencement and completion of each phase of development.
- The total number of acres in each phase.
- The percentage of acreage to be devoted to particular uses.
- The proposed number and type of dwelling units for each phase of development.
- The average residential density per gross acre for each phase of development.