

CITY OF PRIEST RIVER

PLANNING & ZONING

P.O. Box 415

552 High Street Priest River, ID 83856

(208) 448-2123

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PLANNED UNIT DEVELOPMENT (PUD) APPLICATION PROCEDURES

- Schedule a pre-application meeting with the Planning Administrator to review plans.
- Obtain and complete a Conditional Use permit application.
- Obtain and complete a Sub-division application if the PUD includes a sub-division.
- Obtain and complete a PUD application.
- Provide the following with the completed application:

Minimum Application Requirements for Preliminary Development Plan

- A. A vicinity map at a scale approved by the Administrator, showing property lines, streets, existing and proposed zoning, and any other items the Administrator may require showing the relationship of the PUD to the Comprehensive Plan and to existing schools and other community facilities and services.
- B. Three copies of a preliminary development plan at a scale approved by the Administrator (minimum scale is 1" = 100") showing topography at two (2) foot contour intervals except in areas of steep or high slopes where five (5) foot contours are required; location and type of residential, commercial and industrial land uses; layouts and dimensions of lots and building setback lines; preliminary improvement drawings showing water, sewer, drainage, electricity, telephone and any other characteristics as the Administrator deems necessary. The plan will show the proposed general layout; the locations of various types of land uses; the approximate location, use, height, and bulk of buildings; the proposed density of population in each distinct residential area; the location and size of recreational spaces, parks, schools, and other facilities which are intended for public use; the provisions for automobile parking; and the size and floor space of commercial or industrial uses.
- C. Evidence that the Applicant has sufficient control over the land in question to file the final plan of the proposed development plan within two (2) years.
- D. A preliminary plat, in accordance with other provisions of the Priest River Zoning Ordinance, when the PUD includes a platted sub-division.
- E. A land capability report, prepared by a person or firm qualified by training and experience to have expert knowledge of the subject, identifying the capability of the land to support the proposal with regards to flooding, drainage, erosion, sedimentation, and ground movement.
- F. A Public Utility Plan for sanitary sewer, water, and storm drainage.
- G. A plan showing the design and construction standards and location of proposed streets, grades, and public ways, together with a traffic study of existing roads to

**CITY OF PRIEST RIVER
PLANNING DEPARTMENT**

Planned Unit Development Application

build out.

- H. Additional copies of the above shall be required if requested by the Administrator.
- I. The application for preliminary PUD shall be accompanied by a written statement by the developer explaining the character of the PUD and the reasons why the PUD is consistent with all applicable City Ordinances and setting forth the reasons why, in the applicants' opinion, the PUD would be in the public interest.
- J. Two (2) copies of restrictive covenants, grants or easements, or other restrictions proposed to be imposed upon the use of the land, building, and structures including easements or grants for public utilities.
- K. Proof of the present ownership of all the land included within the PUD and the applicant's interest in the land proposed for development.
- L. Letters of comment from the appropriate road, fire, school, health districts and other appropriate agencies. The letters shall indicate that the agency has reviewed the proposal and stipulate any conditions or requirements necessary for approval.
- M. Provide the names and addresses of all the property owners within three hundred (300) feet of the subject property; prepared by a title company, printed on self-adhesive mailing labels. Also, provide a vicinity map at a scale of 1" = 100', showing the property owners and existing land use within three hundred (300) feet of the proposed site. In addition, please provide one (1) 8 1/2" by 11" map of the area and at least two (2) digital or hard copy photographs of the site from two different angles or views, and a current title report.
- N. Application Fee Payment. Any application received without payment will not be considered until the application fee payment is made in full.
Application Fee: \$ _____

FEES

\$1,000 application fee + applicable subdivision fees

Minimum Application Requirements for Final Development Plan:

- A. A survey of the proposed development site, showing the dimensions and bearings of the property lines, area in acres, topography, existing features of the development site; including major wooded areas, wetlands, structures, streets, easements, utility lines and land uses.
- B. All the information required on the preliminary development plan; the location and sizes of lots, location and proposed density of dwelling units, nonresidential building intensity and land use considered suitable for adjacent properties.
- C. A schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes; tabulation of the number of acres in the proposed project for various uses; the number of housing units proposed by type; estimated residential population by type of housing;

**CITY OF PRIEST RIVER
PLANNING DEPARTMENT**

Planned Unit Development Application

estimated nonresidential population; anticipated timing for each unit and standards for height, open space, building density, parking areas, population density and public improvements proposed for each unit of the development whenever the applicant proposes an exception from standard zoning districts or other ordinances governing development.

- D. Engineering Feasibility studies and plans showing, as necessary, water, sewer, drainage, electricity, telephone, and natural gas installations, waste disposal facilities; street improvements and nature and extent of earthwork required for site preparation and development.
- E. Site plan, showing buildings, various functional use areas, circulation, and their relationship.
- F. Preliminary building plans and proposed exterior elevations.
- G. Landscaping plans.
- H. Deed restrictions, protective covenants and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements on it, including those areas which are to be commonly owned and maintained.
- I. A preliminary plat if a sub-division is included in the PUD.

**CITY OF PRIEST RIVER
PLANNING DEPARTMENT**

Planned Unit Development Application

Please read and complete the application carefully. Failure to provide all the required information could result in a delay in processing your application.

Applicant Information

Applicant's Name: _____ Phone: _____
Address: _____ E-mail: _____
Applicant's Interest in PUD (i.e., owner, agent, etc.): _____
Holder of Title: _____ Phone: _____
Address: _____ E-mail: _____

Representative Information

Representative's Name: _____ Phone: _____
Address: _____ E-mail: _____
Contact Name: _____ Phone: _____
Address: _____ E-mail: _____
Engineer/Surveyor: _____ Phone: _____
Address: _____ E-mail: _____

Project Information

Proposed Development Name: _____
Est. Start Date: _____ Est. Completion Date: _____
Legal Description of Site: Lot(s): _____ Block #: _____ Addition: _____
Section: _____ Township: _____ Range: _____ Parcel # _____
Total Size of Parcel: _____ Number of Lots/Units Existing: _____ Proposed: _____
Smallest Lot Size: _____ Largest Lot Size: _____
Current Zoning: _____ Proposed Zoning: _____
Current Use: _____ Proposed Use: _____
What Land Use Borders the Site? Describe lot sizes and uses:
North: _____ South: _____
East: _____ West: _____
What Zones Border the Site?
North: _____ South: _____
East: _____ West: _____
Describe Phasing Schedule (not to exceed two (2) year increments): _____

Current Comprehensive Plan Designation: _____
What Comprehensive Plan Designations Border the Site?
North: _____ South: _____
East: _____ West: _____

CITY OF PRIEST RIVER
PLANNING DEPARTMENT
Planned Unit Development Application

Comprehensive Plan Sections:

How is the proposal compatible with the goals and objectives of the City of Priest River Comprehensive Plan? A copy of the Priest River Comprehensive Plan is available through City Hall. (Attach additional pages if needed.)

- 1.0 Population: _____
- 2.0 School Facilities: _____
- 3.0 Economic Development: _____
- 4.0 Land Use: _____
- 5.0 Natural Resources: _____
- 6.0 Hazardous Areas: _____
- 7.0 Public Facilities, Utilities, and Services: _____
- 8.0 Transportation: _____
- 9.0 Recreation: _____
- 10.0 Special Areas or Sites: _____
- 11.0 Housing: _____
- 12.0 Community Design: _____
- 13.0 Property Rights: _____
- 14.0 Implementation: _____

Utility Information

Power will be provided by:

- Avista Utilities

Water Will Be Supplied by:

- Existing public or community system
- Individual Well
- Proposed public or community system

Sewage Disposal Will Be Provided By:

- Existing public or community system
- Individual system
- Proposed community system

Site Information

Provide detailed descriptions on the following:

- 1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: _____

CITY OF PRIEST RIVER
PLANNING DEPARTMENT
Planned Unit Development Application

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2. Water Courses (springs, streams, rivers, etc.): _____

3. Existing Structures (size and use): _____

4. Land Cover (timber, pasture, etc.): _____

5. Other Pertinent Information: _____

Note: The Planning and Zoning Administrator may request additional information in specific circumstances in order to assist the City Council in reviewing this request.

The date of the City Council hearing will be established by the Planning and Zoning Department upon the acceptance of a *complete* application. An application will be considered complete when all the requested information has been submitted.

I am the owner or owner's representative of the property described in this application. I further attest that all information, statements, and exhibits submitted with this application is true and accurate to the best of my knowledge.

**CITY OF PRIEST RIVER
PLANNING DEPARTMENT**

Planned Unit Development Application

I further acknowledge that PUD approval shall expire and may be revoked if construction on the project has not begun within two (2) years from the date of issuance of the approval. (For larger projects, a developer may propose development occurs incrementally in two (2) year phases.)

Signature of Owner

Date

Signature of Owner

Date

Signature of Applicant

Date

Signature of Applicant

Date