



PLANNED UNIT DEVELOPMENT FINAL APPLICATION

Community & Economic Development Department
8930 N Government Way Hayden, ID 83835
www.cityofhaydenid.us (208) 209-2022

To be completed by city staff:
Tracking #:
Date submitted:
Received by:

APPLICANT: _____

CHECKLIST: A request is made by submitting the following:

		Requirement
		Pre-Application meeting held with City Staff (Date: _____)
		Completed application form*
		Documentation that the applicant has sufficient ownership interest in the land to initiate the proposed development plan within one (1) year.
		A copy of the most current recorded deed or deeds for all subject properties and/or other documents showing applicant has sufficient ownership interest in the land to initiate the proposed development.
		Letter of authorization from owner of record, if not applicant
		A current radius report consisting of a list, prepared by a title company that is licensed to do business in the state of Idaho, of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines three hundred feet (300') from the external boundary of the entire proposal area. Three (3) such lists shall be provided on self-adhesive labels. Said list shall be accompanied by a date stamped tax parcel map prepared by Kootenai County. Note: list must be current within 60 days of issuing notice to public agencies.
		Electronic copy of the legal description of the property; may be e-mailed to planning@cityofhaydenid.us (Word format)
		Current Title report
		Proposed schedule for the development of the site, including a phasing plan, if applicable
		A narrative describing the project, to include but not limited to listing all requested exceptions to zone requirements and justifications for such (i.e. setbacks, minimum lot size, secondary uses, etc.); proposed density of dwelling units; nonresidential building design; identify qualifying factors for density bonuses if requested; areas dedicated to the public and or homeowner and for what purpose; the objectives achieved by the proposed PUD; and an explanation of why it will be in the public interest.
		A development schedule for all phases including building and common area improvements; tabulation of the number of acres in the proposed project for various uses; the number of housing units proposed by type; requirements for height, open space, building density, parking areas; development density; design principles and streetscapes if applicable; and public improvements proposed for each phase of the development; and other such information to support the basis for proposed deviations from the underlying zoning district regulations or other ordinances governing development.
		A copy of the proposed deed restrictions, protective covenants, and other legal documents used to control the use, development, and maintenance of land and improvements to be commonly owned and maintained.
		A vicinity map at a readable scale showing: <ul style="list-style-type: none"> ➤ General vicinity of the subject property ➤ Property boundaries ➤ Adjacent streets ➤ Existing zoning, and requested zoning (if a change in underlying zoning is also being requested) ➤ Location related to existing schools and other community facilities and services ➤ Other items as deemed appropriate by Community Development Director
		Landscape plans to a readable legible scale.
		Survey of proposed development sites showing: <ul style="list-style-type: none"> ➤ Dimensions and bearings of property lines ➤ Area in acres ➤ Topography at 2' intervals ➤ Structures ➤ Streets ➤ Easements (proposed and existing) ➤ Utility lines (proposed and existing) ➤ Existing features of the site (wooded areas, streams, wetlands, etc.)
		A preliminary development plan drawn to scale that is reasonable and legible to clearly and fully disclose the following information: <ul style="list-style-type: none"> ➤ Proposed density of dwelling units; ➤ Location and size of lots; ➤ Location and type of proposed residential, commercial, and industrial land uses within the development; ➤ Layout, dimensions, and names of existing and proposed public and private streets; ➤ Location and types of secondary uses; ➤ Existing and proposed utility easements; ➤ Proposed common open space, parks, pedestrian ways, recreational facilities and other community spaces; ➤ Preliminary improvement drawings showing water, sewer, drainage, and utilities; ➤ Proposed phasing plan, if applicable;
		Of exceptions requested, preliminary building plans including floor plans, exterior elevations, etc.
		An electronic copy in PDF format and paper copies of the plan in the following sizes: <ul style="list-style-type: none"> ➤ One (1) 8 ½ inch x 11 inch copy ➤ One (1) 11 inch x 17 inch copy ➤ Three (3) 18 inch x 27 inch copies
		Fees are in accordance with the current City Council adopted fee schedule. City fees and engineering pass through costs are required at the time of application submission. All additional fees, notice and legal publication charges are the responsibility of the applicant and will be billed separately.



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DATE PRELIMINARY PLAN APPROVED: _____

APPLICANT: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

PROPERTY OWNER: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

ENGINEER AND/OR SURVEYOR: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

PROPERTY: (General Location) _____

Legal Description of Property: _____

Tax Parcel #: _____ Street Address (if applicable): _____

Size of Project: _____ acres Average Lot Size: _____ sq. ft. # of Lots: _____

of Units to be Condo Platted: _____ Density: _____ lots per acre # of Dwelling Units: _____

Area Proposed for Secondary Use (if applicable) _____

Common/Open Space: _____ sq ft Proposed Use of Common Space: _____

Existing Zoning: _____ Adjacent Zoning: _____

Current Land Use: _____ Comprehensive Plan Designation: _____

Surrounding Land Use: _____

CERTIFICATIONS:

I understand that the decision made by the City Council of Hayden on a PUD/Subdivision Plan is final unless I request reconsideration or the final decision is appealed by me, by adjoining property owners, or by other affected persons in accordance with Idaho Code 67-6535. I also understand that the Final PUD must be approved and accepted by the City Council before it can be recorded. The approval of a final development plan for a PUD shall continue after recording of the PUD for as long as the improvements exist. For improvements not yet constructed, the approval shall be valid for a period not to exceed one year to allow for preparation and recording of the final subdivision plat and the start of development of the project. If no construction has begun, or material steps to initiate construction within one year after approval is granted, the approved development plan shall lapse and be void. I understand that application fees are in accordance with the current City Council adopted fee schedule and that all additional fees, charges, pass-through engineering costs, legal advertising and postage are the sole responsibility of the applicant.

I hereby certify that I am the owner or contract buyer of the property upon which the PUD is to be located or that I have been vested with the authority to act as agent for the owner or contract buyer. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge.

DATED this _____ day of _____, 20_____.

(signature) _____

(print name) _____

(signature) _____

(print name) _____

To be completed by city staff:

Check #: _____ Amount Paid: _____ Date: _____ Initials: _____

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.