



## PRELIMINARY PLANNED UNIT DEVELOPMENT APPLICATION

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

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

DATE PRELIMINARY PLAN SUBMITTED: \_\_\_\_\_ DATE FINAL PLAN SUBMITTED: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**CHECKLIST:** *A request is made by submitting the following:*

	<b>Requirement</b>
	<i>Pre-Application Meeting with city staff (date: _____)</i>
	<i>Completed application</i>
	<i>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.</i>
	<i>Letter of authorization from owner of record, if not applicant</i>
	<i>A current radius report, prepared by a title company licensed to do business in the state of Idaho, of the property owners within 300 feet from the external boundaries of the property described in the application.</i> <i>This report shall include:</i> <ul style="list-style-type: none"> <li>➤ <i>A parcel map</i></li> <li>➤ <i>A list of property owners by parcel number</i></li> <li>➤ <i>Three (3) sets of self-adhesive labels of said property owners</i></li> </ul>
	<i>Electronic copy of the legal description of the property e-mailed to <a href="mailto:planning@cityofhaydenid.us">planning@cityofhaydenid.us</a> (Word format)</i>
	<i>Current Title report</i>
	<i>Proposed schedule for the development of the site, including a phasing plan, if applicable</i>
	<i>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; 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.</i>
	<i>One (1) 8 ½ inch x 11 inch plat of the vicinity to show:</i> <ul style="list-style-type: none"> <li>➤ <i>General vicinity of the subject property</i></li> <li>➤ <i>Property boundaries</i></li> <li>➤ <i>Adjacent streets</i></li> <li>➤ <i>Existing zoning, and requested zoning (if a change in underlying zoning is also being requested)</i></li> <li>➤ <i>Location related to existing schools and other community facilities and services</i></li> <li>➤ <i>Other items as deemed appropriate by Community Development Director</i></li> </ul>
	<i>An electronic copy <b>AND</b> three (3) full-size paper copies; fourteen (14) 11 x 17 inch copies, and one (1) 8-1/2 inch x 11 inch copy of the proposed Preliminary PUD Development Plan, showing:</i> <ul style="list-style-type: none"> <li>➤ <i>Topography at two foot (2') intervals;</i></li> <li>➤ <i>Location and type of proposed residential, commercial, and industrial land uses within the development;</i></li> <li>➤ <i>Layout, dimensions, and names of existing and proposed streets;</i></li> <li>➤ <i>Existing and proposed right-of-ways;</i></li> <li>➤ <i>Utility easements;</i></li> <li>➤ <i>Proposed common open space, parks, pedestrian ways, recreational facilities and other community spaces;</i></li> <li>➤ <i>Preliminary improvement drawings showing water, sewer, drainage, and utilities;</i></li> <li>➤ <i>Proposed phasing plan, if applicable;</i></li> </ul>
	<i>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.</i>
	<i>Pre-Authorization by City Council to proceed</i>

**NOTE:** For Preliminary PUD approval duration, see City Code Section 11-19-5.B(4).



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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) \_\_\_\_\_

Proposed Project Name: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Street Address (if applicable): \_\_\_\_\_

Size of Project: \_\_\_\_\_ acres Average Lot Size: \_\_\_\_\_ sq ft Number of Lots: \_\_\_\_\_

Density: \_\_\_\_\_ lots per acre (\*gross land area minus streets and areas for commercial or industrial use)

Density Bonuses Requested: [ ] Yes [ ] No \_\_\_\_\_% Number of Proposed Dwelling Units: \_\_\_\_\_

Area Proposed for Secondary Use (if applicable) \_\_\_\_\_

Common/Open Space: \_\_\_\_\_ %; \_\_\_\_\_ sq ft Proposed Use of Common Space: \_\_\_\_\_

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 appealed by me, by adjoining property owners, or by other affected persons. I understand that failure to submit Final PUD and Preliminary Subdivision Application within one year after City Council approval shall cause such approvals to be null and VOID, unless extension has been applied for and approved for good cause. I also understand that the Final PUD must be approved and accepted by the City Council before it can be recorded. I also 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 subdivision 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) \_\_\_\_\_

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To be completed by city staff:

Check #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_