



## PLANNED UNIT DEVELOPMENT APPLICATION

Permit info: \_\_\_\_\_

Application Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

FOR OFFICE USE ONLY

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921  
▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [building@gardencityidaho.org](mailto:building@gardencityidaho.org)

APPLICANT	PROPERTY OWNER
Name:	Name:
Company:	Company:
Address:	Address:
City:	City:
State: Zip:	State: Zip:
Tel.:	Tel.:
E-mail:	E-mail:

### PROPERTY INFORMATION

Site address:

Subdivision Name:	Lot:	Block:
Tax Parcel Number:	Zoning:	Total Acres:
Proposed Use:	Floodplain:	YES      NO

**I consent to this application and hereby certify that information contained on this application and in the accompanying materials is correct to the best of my knowledge. I agree to be responsible for all application materials, fees and application correspondence with the City. I will hold harmless and indemnify the City of Garden City from any and all claims and/or causes of action from or an outcome of the issuance of a permit from the City.**

\_\_\_\_\_  
**Signature of the Applicant (date)**

\_\_\_\_\_  
**Signature of the Owner (date)**

## APPLICATION INFORMATION

If an application for a final plat, has there been any changes since the preliminary plat?  
Y/ N

Number of residential lots\_\_\_\_\_ Number of commercial lots\_\_\_\_\_ Number of mixed use lots\_\_\_\_\_ Number of common lots\_\_\_\_\_

Square feet of common open space\_\_\_\_\_

Are any improvements planned within the common open space area? If so, specify.

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What public services and facilities are required for this development? \_\_\_\_\_  
Fire Protection \_\_\_\_\_ Police Protection \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_ Drainage \_\_\_\_\_  
Streets \_\_\_\_\_ Schools \_\_\_\_\_

What housing types are proposed? MARK ALL THAT APPLY

Single Family\_\_\_\_\_ Condos\_\_\_\_\_ Townhomes\_\_\_\_\_ Live/Work\_\_\_\_\_  
Manufactured/ Mobile Homes\_\_\_\_\_ N/A\_\_\_\_\_

Describe how this application provides a maximum choice of living environments by allowing a variety of housing and building types, and permitting an increased density per acre and a reduction in lot dimensions, yards, building setbacks and area requirements

Is this plat a portion of a larger land holding intended for subsequent development? If yes, please explain.

Is the project within the Floodplain?

Are there any proposed uses not allowed in the zoning district where the project is located? If so, specify. If so, what is the gross land area devoted to such uses?

What is the effect of this site development on roadways and traffic conditions?

Are there new roads proposed/required?

Are there new ingress/egress being proposed?

How has off-street parking and loading been arranged and sized to prevent traffic congestion?

How has vehicular and pedestrian circulation been arranged with respect to adjacent facilities and internal circulation?

Has there been connection to or access provided for future connections to bicycle and pedestrian pathways or regional transit?

What is the effect of this site development on the adequacy of storm and surface water facilities?

How does this application use land more efficiently than is generally achieved through conventional development resulting in substantial savings through shorter utilities and streets?

**How does this project create a more useful pattern of open space and recreation areas; and, if proposed as part of the project, more convenience in the location of accessory commercial uses, industrial uses and services?**

**How will the design create a sense of place (usable open space, public art, visual focus points)?**

**How does this application develop a land pattern in harmony with land use density, transportation, and community facilities objectives of the comprehensive plan?**

**What neighborhood characteristics exist or are planned which make this development compatible with the neighborhood and adjoining properties?**

**How does this application establish a development pattern which preserves and utilizes natural topography and geologic features, scenic vistas, trees and other vegetation and prevents the disruption of natural drainage patterns?**

**How has landscaping been used to protect existing trees, utilize existing features, create harmony with adjacent development and prevent erosion and dust?**

**What type of water will be used for landscaping? \_\_\_\_\_ Irrigation – Non-Potable  
\_\_\_\_\_ Irrigation – Potable \_\_\_\_\_ City Water System**

**Have native or drought resistant plants been utilized in the landscaping plan? If so what types and what percentage of the overall landscape is dedicated to these plants?**

**What sustainable concepts have been incorporated into the design?**

#### **APPLICATION INFORMATION REQUIRED**

**NOTE:**

**AN ELECTRONIC COPY OF THE ENTIRE APPLICATION SUBMITTAL REQUIRED**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

**FOUR (1) HARD COPIES OF EACH CHECKLIST ITEM REQUIRED**

<input type="checkbox"/> Preliminary Title Report	<input type="checkbox"/> Lighting Plan
<input type="checkbox"/> Neighborhood Map	<input type="checkbox"/> Neighborhood Meeting Verification
<input type="checkbox"/> Subdivision Map	<input type="checkbox"/> Approved Addresses
<input type="checkbox"/> Compliance Statement	<input type="checkbox"/> Covenants and Deed Restrictions
<input type="checkbox"/> Statement of Intent	<input type="checkbox"/> Legal Description
<input type="checkbox"/> Ability to Serve/Will Serve	<input type="checkbox"/> Irrigation/Ditch Company Information
<input type="checkbox"/> Letter	<input type="checkbox"/> Form
<input type="checkbox"/> Affidavit of Legal Interest	<input type="checkbox"/> Affidavit of Posting and Photos (Due 10 days before the hearing)
<input type="checkbox"/> Master Plan	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Landscape Plan	
<input type="checkbox"/> Schematic Drawings	
<input type="checkbox"/> Topographic Survey	
<input type="checkbox"/> Grading Plan	
<input type="checkbox"/> Hydrology Report	
<input type="checkbox"/> Natural Hazard and Resources Analysis	



## **PLEASE CHECK THE FOLLOWING:**

### **INFORMATION FOR PRELIMINARY TITLE REPORT:**

- Document confirming property has been purchased contingent to approvals by city and other agencies
- Document should confirm if there are liens on property and if there are other issues with title
- Document typically generated by lender or title company

### **INFORMATION REQUIRED ON NEIGHBORHOOD MAP:**

- 8 1/2" x 11" size minimum
- Location of contiguous lots and lot(s) immediately across from any public or private street, building envelopes and/or existing buildings and structures at a scale not less than one inch equals one hundred feet (1" = 100')
- Impact of the proposed siting on existing buildings, structures, and/or building envelopes

### **INFORMATION REQUIRED ON SUBDIVISION MAP:**

- 30" x 42" minimum size
- Scale no less than one inch (1") to one hundred feet (100')
- The names, addresses, and telephone numbers of the planners, engineers, surveyors or other persons who designed the subdivision and prepared the plat
- The legal description of the proposed subdivision, and a topographical map showing the proposed subdivision at a scale of not less than one inch (1") to one hundred feet (100')
- The intended use of the lot such as: residential single-family, duplex, townhouse and multiple housing, commercial, industrial or recreational;
- A proposed building envelope shall be designated and dimensioned on each lot to demonstrate that a building can comply with the required setbacks. This building footprint is not binding on future building on the lot.
- Streets and public rights of way, including proposed street names and dimensions
- Blocks, if any, building envelopes and lot lines as required by subsection 10-4-4F of this Title, showing the dimensions and numbers of each. In addition to providing this information on the plat or supporting addenda, the applicant shall stake the perimeters of each lot and the center of its building envelope sufficiently to permit the Commission to locate the same when inspecting the site of the proposed subdivision
- Contour lines, shown at two foot (2') intervals, reference to an established bench mark, including location and elevation
- Location of any proposed or existing utilities, including, but not limited to, domestic water supply, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culvers, water mains, fire hydrants, and their respective profiles
- Location of bicycle parking
- Location of existing and proposed street lights
- Location of existing and proposed pedestrian and bicycle pathways

### **INFORMATION REQUIRED ON MASTER PLAN:**

- The master plan is a plan that includes narrative information and illustrations about the proposal
- The required narrative information shall be as follows:

- a. Description of the vision for the Master Plan area, including design guidelines, land uses and phasing of development
- b. A range of square footage, density, site coverage, and locational distribution of land uses;
- c. Description of a circulation plan for autos, bicycles, transit, and pedestrians within the site and to other off site systems including the Boise River Greenbelt and other waterways
- d. Description of the amenities within the site including both natural and manmade
- e. Description of the general mass, scale, and character of the buildings
- f. Summary of general public facility requirements to serve the development; and
- g. Proposal for incorporation of existing structures in future development plans

The required illustrative plans shall be as follows:

- a. A map showing property dimensions and legal description
- b. A map showing existing and proposed building footprints
- c. A map showing the circulation system including streets, alleys, parking, pedestrian walkways and linkages both within and outside the district.
- d. A diagram showing development parcels, maximum unit densities, site ingress and egress, and relationship of development to public amenities, public facilities, and/or open site area

A section showing the relationship of the buildings, public spaces and the street edge to adjacent properties

**INFORMATION REQUIRED ON SITE PLAN:**

- 24" x 36" size minimum
- Scale not less than 1" = 20', legend, and north arrow.
- Property boundary, dimensions, setbacks and parcel size.
- Location of the proposed building, improvement, sign, fence or other structure, and the relationship to the platted building envelope and/or building zone
- Building envelope dimensions with the center of the envelope location established in relation to the property lines
- Adjacent public and private street right of way lines
- Total square footage of all proposed structures calculated for each floor. If the application is for an addition or alteration to an existing building or structure, then the new or altered portions shall be clearly indicated on the plans and the square footage of new or altered portion and the existing building shall be included in the calculations
- For uses classified as drive-through, the site plan shall demonstrate safe pedestrian and vehicular access and circulation on the site and between adjacent properties as required in Section 8-2C-13 of Title 8.
- The site plan shall demonstrate safe vehicular access as required in 8-4E-4
- Driveways, access to public streets, parking with stalls, loading areas.
- Sidewalks, bike and pedestrian paths.
- Berms, walls, screens, hedges and fencing.
- Location and width of easements, canals, ditches, drainage areas.
- Location, dimensions and type of signs.
- Trash storage and mechanical equipment and screening.
- Parking including noted number of regular, handicap and bike parking as well as dimensions of spaces and drive aisles depicted on plan
- Log depicting square footage of impervious surface, building and landscaping
- Location and height of fences and exterior walls
- Location and dimensions of outdoor storage areas
- Location of utilities and outdoor serviced equipment and areas
- Location of any proposed public art

- Location of any proposed exterior site furniture
- Location of any exterior lighting
- Location of any existing or proposed signage

**INFORMATION REQUIRED ON LANDSCAPE PLAN:**

- 24" x 36" size minimum
- Scale the same as the site plan.
- Type, size, and location of all existing and proposed plants, trees, and other landscape materials.
- Size, location and species of existing vegetation labeled to remain or to be removed.
- All areas to be covered by automatic irrigation, including location of proposed irrigation lines.
- Cross section through any special features, berms, and retaining walls.
- A plant list of the variety, size, and quantity of all proposed vegetation
- Log of square footage of landscaping materials corresponding to location
- Proposed storm water systems
- Locations and dimensions of open space

**INFORMATION REQUIRED ON SCHEMATIC DRAWINGS :**

- 11" x 17" size minimum
- Scale not less than 1/8 inch = 1 foot (1/8" = 1')
- Floor plans; elevations, including recorded grade lines; or cross sections that describe the highest points of all structures and/or buildings, showing relationship to recorded grade existing prior to any site preparation, grading or filling
- Decks, retaining walls, architectural screen walls, solid walls, and other existing and proposed landscape features shall be shown in elevations and sections with the details to show the completed appearance of those structures
- Overall dimensions of all proposed structures
- Specifications on exterior surface materials and color
- Sample materials (as determined by the staff)

**INFORMATION FOR TOPOGRAPHIC SURVEY:**

- The topographic map is a map of the application site and adjoining parcels prepared by an engineer and/or land surveyor, and at a scale of not less than one inch (1") to twenty feet (20'). If the site has been known to have been altered over time, then the applicant shall provide evidence of the natural topography of the site.

**INFORMATION REQUIRED ON GRADING PLAN:**

- 11" x 17" size minimum
- Scale not less than one inch equals twenty feet (1" = 20')
- Two foot (2') contours for the entire proposal site
- One foot (1') contours for details, including all planimetric features
- Existing site features, including existing structures, trees, streams, canals, and floodplain hazard areas
- Existing easement and utility locations
- Approximate limiting dimensions, elevations, and finish contours to be achieved by the contemplated grading within the project, showing all proposed cut and fill slopes, drainage channels, and related construction; and finish and spot grade elevations for all wall and fence construction, and paved and recreational surfaces

- Slope and soil stabilization and re-vegetation plan, including identification of areas where existing or natural vegetation will be removed and the proposed method of re-vegetating. Show all areas of disturbance and construction fencing location; re-vegetation is required for all disturbed areas**
- Proposed storm water systems**

**INFORMATION FOR HYDROLOGY REPORT:**

- Prepared by a licensed engineer**
- Description of the hydrological conditions existing within the proposed site, the adequacy of the existing conditions for the proposed project and the design criteria for any recommended corrective measures**
- Map or drawing showing existing surface drainage patterns in the proposed site and identifying any anticipated changes in those patterns due to the project development**
- For preliminary plat: Preliminary plans and approximate locations of all surface and subsurface drainage devices or other devices to be employed in controlling drainage water within the project site, including proposed, existing, and natural drainage swales, culverts, catch basins, and subsurface drain piping**
- For final plat: A storm drainage plan shall be submitted showing compliance with the standards of section 8-4B-1. The storm drainage plan shall include:**
  - a. A map indicating the on-site and off-site drainage applicable to the site**
  - b. Detailed engineering plans of all subsurface drainage improvements to be constructed as a part of the proposed development**
  - c. Location of all drainage easements, or drainage rights of way**
- For a subdivision within a floodplain, documentation shall be provided that will show and explain at the following to demonstrate conformance with Chapter 3, Article B. Flood Hazard. Location of all planned improvements:**
  - a. The location of the floodway and the floodway fringe per engineering practices as specified by the Army Corp of Engineers**
  - b. The location of the present water channel**
  - c. Any planned re-routing of waterways**
  - d. All major drainage ways**
  - e. Areas of frequent flooding**
  - f. Means of flood proofing buildings, and means of insuring loans for improvements within the floodplain**

**INFORMATION FOR NATURAL HAZARD AND RESOURCES ANALYSIS:**

- Prepared by a licensed engineer**
- The natural hazards and resources analysis shall provide an inventory and recommendation regarding natural conditions existing on the site.**
- The analysis shall include: significant natural resources existing on the site shall be identified including vegetation; fish and wildlife habitat; and water, including streams and riparian zones. A plan for preservation and/or mitigation of significant resources should be prepared by a qualified professional.**
- For subdivisions within a floodplain: Detained information on the nature, source, and extent of the hazard and the proposed actions to minimize or eliminate danger to public health, safety or property. The analysis shall include the following information:**
  - a. The location of existing water channels and drainage ways, floodway, flood plain and base flood elevation**
  - b. The location of all planned improvements including dams, dikes, and similar structures**

c. All planned diversions, alterations or rerouting of channels and drainage ways.

**INFORMATION FOR DEDICATIONS AND EASEMENTS:**

- The statement of intent for dedications and/or easements shall include the location, size, dimensions, and purpose.

**INFORMATION FOR COVENANTS AND DEED RESTRICTIONS:**

- The draft of any proposed covenants and deed restrictions to be recorded with the plat or plat amendment.

**INFORMATION FOR WILL SERVE LETTER:**

- A document from the City Engineer certifying that a property has adequate access to city services.

**INFORMATION REQUIRED FOR WAIVER REQUEST OF APPLICATION MATERIALS:**

- Statement must include a list of the application materials to be waived and an explanation for the request.

**INFORMATION REQUIRED ON COMPLIANCE STATEMENT:**

- Statement explaining how the proposed structure(s) is compliant with the standards of review for the proposed application

**INFORMATION FOR STATEMENT OF INTENT:**

- Should include purpose, scope, and intent of project
- Information concerning noxious uses, noise, vibration, and any other aspects of the use or structure that may impact adjacent properties or the surrounding community

**INFORMATION FOR LEGAL DESCRIPTION:**

- A document legally describing the property.
- Must have Ada County instrument number or county seal inscribed.

**INFORMATION FOR SKETCH PLAT:**

- A plat preliminary to the preparation of a preliminary plat that show the basic outline of the plat, including lots, roads, and dedicated sites.
- Required for subs with 4 or more proposed lots

**INFORMATION REQUIRED ON NEIGHBORHOOD MAP:**

- 8 1/2" x 11" size minimum
- Location of contiguous lots and lot(s) immediately across from any public or private street, building envelopes and/or existing buildings and structures at a scale not less than one inch equals one hundred feet (1" = 100')
- Impact of the proposed siting on existing buildings, structures, and/or building envelopes

**INFORMATION REQUIRED ON LIGHTING PLAN:**

- 11" x 17" size minimum
- Location, type, height, lumen output, and luminance levels of all exterior lighting
- Refer to Garden City Code 8-4A-6 for outdoor lighting requirements

- Location of municipal street lights**

**INFORMATION FOR NEIGHBORHOOD MEETING VERIFICATION:**

- Copy of notice sent to property owners within 300' of an applicable property**
- List of notice recipients with names and addresses**
- Sign-up sheet from meeting**

**INFORMATION FOR AFFIDAVIT OF LEGAL INTEREST:**

- A signed affidavit indicating legal interest in a property and application**

**INFORMATION REQUIRED FOR IRRIGATION/DITCH INFORMATION FORM:**

- Required if irrigation canal/irrigation ditch runs through property or along property lines**

**INFORMATION FOR AFFIDAVIT OF PROPERTY POSTING AND PHOTOS:**

- A signed affidavit affirming that the required sign has been posted on the property ten (10) days before the hearing**
- Photos (digital or print) of posted sign**
- Photos of posted sign must be clear enough to read the text**