

Planned Unit Development

City of Coeur d'Alene



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

REQUIRED SUBMITTALS

A planned unit development request is made by submitting the following information to the Planning Department:

1. The completed attached form.
2. An owners' list and three (3) sets of mailing labels with owners' addresses prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. The list shall include the following:
 - A. All property owners within 300 feet of the external property boundaries.
 - B. All property owners within the property boundaries.
3. A residents' list and three (3) sets of mailing labels prepared by the applicant and / or a title company, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application.
4. Title reports with correct ownership, easements and encumbrances prepared by the title insurance company.

NOTE: *Please also submit a copy of the tax map showing the 300 foot mailing boundary around the subject property.*
5. A **\$600.00** processing fee (payable to the City of Coeur d'Alene).

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.

All supplemental information to be added to the application file must be received by the Planning Department no later that 15 days prior to the public hearing date for this item.

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 1 (one) 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.

This application can be found online at www.cdaid.org under Planning Department.



Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Mailing Address: _____

Contact Number: _____

E-Mail: _____

Fax: _____

Filing Capacity:

_____ 1. Recorded Property Owner as of _____ (date)

_____ 2. Purchasing (under contract) as of _____ (date)

_____ 3. The Lessee or Renter as of _____ (date)

_____ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

Engineer, Surveyor and/or Representative:

Name: _____

Mailing Address: _____

Contact Number: _____

PROPERTY:

Legal Description of the property: _____

Address(es) of property: _____



PROPERTY INFORMATION

- 1. Gross area: (all land involved): _____ acres, and/or _____ sq.ft.
- 2. Total Net Area (land area exclusive of proposed or existing public street and other public lands): _____ acres, and/or _____ sq. ft.
- 3. Total number of lots included: _____
- 4. Existing land use: _____
- 5. Existing Zoning (check all that apply): R-1 R-3 R-5 R-8 R-12 R-17 MH-8
NC CC C-17 C-17L DC LM M

PROPOSED USE:

Please describe the concept of development proposed.

Proposed uses and activities:

Proposed residential density: _____ dwelling units per acre.

Physical land alteration required by development:

Proposed sq. ft./acres of open space _____ sq.ft. _____ acres

On a separate sheet of paper, please provide any other information, plans, drawings, as may be necessary to fully convey the scope of the project.



APPLICATION DOCUMENTS:

1. Application and narrative containing:

- a) The legal description of the property;
- b) An overall description of the location and intensity of proposed uses and activities, including public and private open spaces;
- c) A physical description of proposed facilities, including types of buildings, structures and landscape and circulation elements;
- d) A general designation of utilities;
- e) A general statement on the form of management proposed in areas of common ownership;
- f) 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 drawings of the entire development indicating:

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

3. Preliminary development schedule indicating:

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

REQUIRED CERTIFICATIONS

OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____.
(title company) (date)

RESIDENTS LIST

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____.
(name) (date)

CERTIFICATION OF APPLICANT *

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

** For multiple applicants or owners of record, please submit multiple copies of this page.*

For City use only: Received: City Cashier: _____ Date: _____

Accepted: Planning: _____ Date: _____



Date Stamp here