

Limited Design 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 information and set of design drawings prescribed in the attached form.; and an 8 1/2 in. x 11 in. site plan;
2. An owners' list 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 prepared by the applicant, 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;
5. A \$600.00 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 than 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: _____

Telephone 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 and/or Architect:

Name: _____

Mailing Address: _____

Telephone Number: _____

PROPERTY:

Legal Description of 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 length of streets included: _____ ft., and/or _____ miles.
- 4. Total number of lots included: _____
- 5. Average lot size included: _____
- 6. Existing land use: _____
- 7. 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 percentage of impervious surface _____%

Attach a generalized site plan of the entire parcel showing schematic indication location of the following:

- 1. buildings
- 2. public and private right-of-ways
- 3. parking and loading areas
- 4. public and private open spaces
- 5. walkways
- 6. planting areas
- 7. etc.

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.



Content; Limited Design Planned Unit Development: The development plan shall be based on the generalized development plan presented in the preliminary project review. All elements required within the development plan shall be identified as existing or proposed and be sufficiently detailed to facilitate review. The following elements shall be included in the development plan:

Application and narrative containing:

- a. the legal description of the property;
- b. An overall description of the location of the proposed uses and activities, and alternative similar uses including public and private open spaces;
- c. A general description of proposed building envelope, landscaping and circulation elements;
- d. A general designation of utilities;
- e. A general statement that the owner agrees there will be a lawful form of management proposed in areas of common ownership;
- f. A statement detailing the relationship of the proposed development project with existing major public development programs, including, but not limited to, freeways, highways, parks, trails, open spaces, utility transmission lines and other major public facilities;
- g. A statement indicating the owner will provide streets and driveways, sidewalks and pedestrian ways, and off street parking and loading areas pursuant to other requirements of this code;
- h. A statement that utilization of the site shall be pursuant to the underlying zoning district;
- i. The submitted planned unit development documents shall be notarized and shall be filed with the site plan of record with the planning department.

2. A set of drawings of the entire development indicating:

- a. Perimeter boundaries of the site;
- b. Location and dimension of principal use and accessory use building envelopes;
- c. Any intended reservations for public uses, including schools, parks, playgrounds and other open spaces;
- d. Preliminary identification of water, sewage and drainage facilities.

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: _____
(applicant)

* 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