



CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616
Phone #: (208) 939-0227

Preliminary Development Plan, Conditional Use Permit, and Preliminary Plat Application for Planned Unit Developments

Please call (208) 939-0227 to schedule a submittal meeting and to determine applicable fees

FILE NO.:	PPUD – – CU – – PP – –	FEE:	_____
CROSS REF. FILES:	_____		

APPLICANT: _____ PHONE: _____
 Owner Purchaser

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____
OWNER ADDRESS: _____

OWNER EMAIL: _____

ENGINEER: _____ PHONE: _____
ENGINEER ADDRESS: _____

ENGINEER EMAIL: _____

REPRESENTED BY
(if different from above): _____ PHONE: _____
REPRESENTATIVE ADDRESS: _____

REPRESENTATIVE EMAIL: _____

ADDRESS & LOCATION OF SITE: _____

Please complete chart:

	COMP PLAN DESIGNATION	ZONING DESIGNATION	LAND USE
Existing			
Proposed			
North of site			
South of site			
East of site			
West of site			

DESIGN REVIEW OVERLAY DISTRICT: DDA TDA CEDA DSDA No Overlay

SITE DATA:

Total Acreage of Site	
Total Number of Lots	
Residential	
Commercial	
Industrial	
Common	

Total Number of Units	
Single-family	
Duplex	
Multi-family	
Total Acreage of Any Out-Parcels	

ADDITIONAL SITE DATA:

Dwelling Units per Gross Acre	
Minimum Lot Size	
Minimum Lot Width	
Minimum Street Frontage	
Total Acreage of Common Lots	

Total Gross Square Footage of Commercial Buildings	
Total Gross Square Footage of Industrial Buildings	
Total Gross Square Footage of Other Non-Residential Buildings	

EXISTING SITE CHARACTERISTICS:

Describe On and Off-Site Circulation:

Describe any Greenbelts:

Describe Open Space Areas (what amenities are being provided?):

Street Classification: Public Private

Justification for Private Streets (if applicable):

Number of Blocks Less Than 500-Feet: _____

Cul-de-sac Design (if proposed): Radius: _____ Length: _____

Type of Sidewalks Proposed (Detached, Meandering, Location, etc.):

Type of Curbs and Gutters Proposed:

Describe Street Lighting (location, type):

Describe Pedestrian Walkways (location, width, material):

Describe Bike Paths:

PUBLIC SERVICES:

Potable Water: Available Unavailable Agency providing service: _____

Irrigation Water: Available Unavailable Agency providing service: _____

Sanitary Sewer: Available Unavailable Agency providing service: _____

Fire Protection: Available Unavailable Agency providing service: _____

Street(s) providing access: _____

Schools serving this location: Elementary School(s): _____

Middle School(s) : _____

High School(s): _____

SPECIAL ON-SITE FEATURES (Yes or No - If yes, explain):

- Areas of Critical Environmental Concern – _____
- Evidence of Erosion – _____
- Fish Habitat – _____
- Floodplain – _____
- Mature Trees – _____
- Riparian Vegetation – _____
- Steep Slopes – _____
- Stream/Creek – _____
- Unique Animal Life – _____
- Unique Plant Life – _____
- Unstable Soils – _____
- Wildlife Habitat – _____

Application Submittal Requirements

- | | Applicant
Use | | Staff
Use | | | | | | | | | | | | |
|---|-------------------------------|--|--------------------------|-------------------------------|-------------------------------|------------|------------|-----------|------------|-----|------------|-----|----------|-----------------|----------|
| 1. | <input type="checkbox"/> | Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application. (Application timelines are available in the Planning and Zoning Department or on-line at cityofeagle.org). | <input type="checkbox"/> | | | | | | | | | | | | |
| 2. | <input type="checkbox"/> | A complete Preliminary Development Plan, Conditional Use Permit Application, and Preliminary Plat for Planned Unit Developments Application form (it is the applicant's responsibility to use a current application). | <input type="checkbox"/> | | | | | | | | | | | | |
| 3. | <input type="checkbox"/> | Verification of a neighborhood meeting being held prior to the submittal of this application. The verification shall include the time, date, and location of the meeting, a copy of the letter mailed by the applicant, a copy of the mailing list, and a sign-up sheet from the meeting.
Refer to Eagle City Code Section 8-7-8(B)(1) found on application page 8 for noticing requirements and neighborhood meeting requirements. | <input type="checkbox"/> | | | | | | | | | | | | |
| 4. | <input type="checkbox"/> | Names and addresses of all adjoining property all property owners and purchasers of record owning property located within the respective radius of the exterior boundary of the application property as set forth in table D-1 below. The addresses shall be submitted to the City on two (2) sets of address labels, and a map showing the addresses in relation to the land being considered shall be submitted.
Table D-1 – Eagle City Code Section 8-7-8(D) | <input type="checkbox"/> | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Application properties zoned:</th> <th style="width: 50%;">The notice distance shall be:</th> </tr> </thead> <tbody> <tr> <td>RR and RUT</td> <td>1,500-feet</td> </tr> <tr> <td>A and A-R</td> <td>1,500-feet</td> </tr> <tr> <td>R-E</td> <td>1,000-feet</td> </tr> <tr> <td>R-1</td> <td>800-feet</td> </tr> <tr> <td>All other zones</td> <td>500-feet</td> </tr> </tbody> </table> | | | | Application properties zoned: | The notice distance shall be: | RR and RUT | 1,500-feet | A and A-R | 1,500-feet | R-E | 1,000-feet | R-1 | 800-feet | All other zones | 500-feet |
| Application properties zoned: | The notice distance shall be: | | | | | | | | | | | | | | |
| RR and RUT | 1,500-feet | | | | | | | | | | | | | | |
| A and A-R | 1,500-feet | | | | | | | | | | | | | | |
| R-E | 1,000-feet | | | | | | | | | | | | | | |
| R-1 | 800-feet | | | | | | | | | | | | | | |
| All other zones | 500-feet | | | | | | | | | | | | | | |
| 5. | <input type="checkbox"/> | Legal description of the property. | <input type="checkbox"/> | | | | | | | | | | | | |

	Applicant Use	Staff Use
6.	<input type="checkbox"/> Copy of Deed.	<input type="checkbox"/>
7.	<input type="checkbox"/> If the signator on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.	<input type="checkbox"/>
8.	<input type="checkbox"/> One (1) 8 ½" x 11" vicinity map, drawn to a scale of 1" equals 600', showing the surrounding area within one half mile of the boundaries of the PUD.	<input type="checkbox"/>
9.	<input type="checkbox"/> One (1) 8 ½" x 11" colored aerial photo depicting the proposed site and surrounding area within five-hundred feet (500').	<input type="checkbox"/>
10.	<input type="checkbox"/> One (1) 8½" x 11" site plan/fencing plan showing the type and location of fencing (open style type) between all common lots and residential lots, and on all corner lots.	<input type="checkbox"/>
11.	<input type="checkbox"/> One (1) 8½" x 11" site plan showing proposed location of subdivision Cluster Mail Box Units (CBUs).	<input type="checkbox"/>
12.	<input type="checkbox"/> Proposed subdivision name approved by County Engineer.	<input type="checkbox"/>
13.	<input type="checkbox"/> In case of developments with slopes of 10% or greater, three (3) 24" x 36" folded copies of the engineering and grading plans in accordance with Eagle City Code Section 9-5-3 shall be provided.	<input type="checkbox"/>
14.	<input type="checkbox"/> In case of developments with water bodies, canals, drainage ditches, or similar, provide a wetlands review letter prepared by the Army Corps of Engineers or other certified contractor.	<input type="checkbox"/>
15.	<input type="checkbox"/> Seventeen (17) 24" x 36" folded copies of the preliminary plat and development plan drawn to a scale of no less than 1" equals 100'. At a minimum, the plan shall show the following: <ul style="list-style-type: none"> a.) Topography at two foot (2') intervals. b.) Location and type of residential, commercial, and industrial land uses proposed. c.) Acreage of each proposed use. d.) Densities of residential uses. e.) Maximum square footage of proposed non-residential uses. f.) Layout and dimensions of lots and building setback lines g.) Conceptual location of all parking and loading areas, traffic access points and traffic circulation patterns, non-single family residential buildings, landscaping, refuse and service areas, and signs. h.) Layout, dimensions, and names of existing and proposed streets and rights-of-way i.) Location of currently dedicated streets at the point where they adjoin and/or are immediately adjacent to the development j.) Utilities (water, sewer, street lights, sidewalks, other public improvements) and easements k.) Parks, and other open space areas l.) Existing buildings, water bodies or courses (drain ditches, irrigation ditches) and wooded areas m.) Site drainage n.) Mature trees (including a notation of respective tree species) o.) Any additional information to aid in understanding the project <p>The preliminary plat shall include the entire area scheduled for development if the proposed subdivision is a portion of a larger holding intended for subsequent development.</p>	<input type="checkbox"/>
16.	<input type="checkbox"/> One (1) 8½" x 11" reduction of the preliminary plat.	<input type="checkbox"/>
17.	<input type="checkbox"/> One (1) 8½" x 11" reduction of the preliminary development plan.	<input type="checkbox"/>
18.	<input type="checkbox"/> One (1) 8½" x 11" reduction of the preliminary construction drawings.	<input type="checkbox"/>

19. Provide a written justification for the proposed PUD addressing the following:
- (1) That the proposed PUD is in the public interest, advances the general welfare of the community and neighborhood, and will not be detrimental to the economic welfare of the community.
 - (2) That the development be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and how such use will not change the essential character of the same area.
 - (3) That the development will not be hazardous or disturbing to existing or future neighborhood uses.
 - (4) That the development does not involve uses, activities, processes, materials, equipment, and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
 - (5) That the development will be served adequately by essential public facilities such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer, and schools.
 - (6) That the development will not create excessive additional requirements at public cost for public facilities and services.
 - (7) That the development is provided with parks, ponds, open areas, areas of special interest, floodplain preservation, and/or other special features which would not typically be provided in a non-PUD proposal.
 - (8) That the vehicular approaches to the property are designed to not create an interference with traffic on surrounding public thoroughfares.
 - (9) That the development will not result in the destruction, loss, or damage of a natural, scenic or historic feature of major importance.
 - (10) That the proposed development will be harmonious with and in accordance with any specific objective of the Comprehensive Plan.
 - (11) That the proposed development will be harmonious with and in accordance with the general objectives or with any specific objective of Eagle City Code Title 8.
 - (12) That the benefits, combination of various land uses, and interrelationship with the surrounding area for this proposed development justifies any proposed deviation from any standard district regulations.
 - (13) That public services shall be provided to the development including, but not limited to, fire protection, police protection, central water, central sewer, road construction, parks and open space, recreation, maintenance, schools and solid waste collection.
 - (14) That an estimate of the public service costs to provide adequate service to the development has been provided by the developer.
 - (15) That an estimate of the tax revenue that will be generated from the development has been provided by the developer.
 - (16) That suggested public (or private) means of financing the services for the development if the cost for the public services would not be offset by the tax revenue received from the development has been provided by the developer.

For a request of up to 10% of the gross land area to be directed to uses other than residential (i.e.; commercial, industrial, public and quasi public uses that are not allowed in the land use district):

- (17) That the uses are appropriate with the residential uses.
- (18) That the uses will serve principally the residents of the PUD.
- (19) That the uses are planned to be an integral part of the PUD.

(20) That the uses located and designed to provide direct access to a collector or arterial street.

(21) That the proposed street connections will not create congestion or traffic hazards.

LANDSCAPING:

(22) That the quality of the designs for landscaping, streetscape, open spaces and plazas, use of existing landscape, pedestrian way treatment, and recreational areas, incorporated into this development, exceed that of a non PUD development.

In cases where an increase in residential density of up to 15% of the allowable number of dwelling units is requested:

SITING:

(23) That the quality of the designs for visual focal points, use of existing features such as topography, view, sun orientation, prevalent wind direction, pedestrian/vehicular circulation pattern, physical environment, variation in building setbacks, and building grouping (such as clustering), incorporated into this development, exceed that of a non PUD development.

DESIGN FEATURES:

(24) That the quality of the designs for street sections, architectural styles, harmonious use of materials, parking areas broken by landscaping features, and varied use of housing types, incorporated into the development, exceed that of a non PUD development.

(25) The continuity of the proposed development with the capital improvement program; and

(26) The other health, safety and environmental problems that may be brought to the City's attention.

20. One (1) copy of a pressurized irrigation plan and associated documents (prepared in accordance with the "Pressurized Irrigation Standards" supplemental document available at cityofeagle.org) for any new residential subdivision and/or PUD.

A waiver may be requested for the requirement of the installation of a pressurized irrigation system if any of the situations exist as outlined in Eagle City Code Section 9-4-1-9(C)(2) and documentation is submitted with this application. Any requested waiver must be approved by the City Council.

21. Three (3) colored renderings on 24" x 36," to conceptually show the proposed completed development. The colored renderings shall include at least the following:
- a. _____ Architectural style and building design
 - b. _____ Building materials and colors
 - c. _____ Landscaping
 - d. _____ Screening
 - e. _____ Trash enclosures
 - f. _____ Parking areas
 - g. _____ Open spaces
 - h. _____ Any other items for review as may be deemed necessary by the Zoning Administrator

22. Digital file (PDF or JPG) of the above colored renderings provided on a CD or USB drive.

23. One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Plat and/or Site Plan on a CD or USB drive.

24. A PowerPoint presentation of the overall proposal shall be submitted on a CD or USB drive.

25. Payment of application fees.
Please call (208) 939-0227 prior to submittal meeting to determine application fee calculations.

26. Application submittal meeting date and time: _____
Submittal meetings are required for all application submittals; meetings must be scheduled a minimum of two (2) business days in advance of the requested meeting date, and are subject to availability on the requested date. Please call (208) 939-0227 to schedule a submittal meeting.

**NEIGHBORHOOD MEETING REQUIREMENTS
EAGLE CITY CODE SECTION 8-7-8(B)**

B. Neighborhood Meetings: Applicants shall conduct a neighborhood meeting for comprehensive plan amendments, variances, conditional uses, Zoning Ordinance map amendments, and subdivisions. A neighborhood meeting shall not be required for City initiated applications. (Ord. 809, 4-9-2019)

1. Meeting Requirements:

- a. It shall be the sole duty of the applicant to provide mailed written notice, in a form deemed appropriate by the zoning administrator, to all property owners or purchasers of record owning property within the respective radius of the exterior boundary of the application property as set forth in Table B-1 below. Notice by mail shall also be provided to homeowners' associations that are contiguous to the exterior boundary of the application property. Mailed notice to neighborhood associations and any additional area that may be impacted by the proposed change shall be provided as determined by the zoning administrator. The neighborhood meeting written notice shall be provided by mail a minimum of fifteen (15) calendar days prior to the scheduled neighborhood meeting. For application properties which are 500-acres in size or larger, notice of the neighborhood meeting shall be provided to all property owners within the entire city limits.

Table B-1

<u>Application properties zoned:</u>	<u>The notice distance shall be:</u>
RR and RUT	1,500-feet
A and A-R	1,500-feet
R-E	1,000-feet
R-1	800-feet
All other zones	500-feet

(Ord. 820, 1-9-2020)

- b. The purpose of the neighborhood meeting is for the applicant to provide project information to the property owners or purchasers of record mentioned in subsection B1a of this section.
 - (1) Meetings shall be on a Saturday between ten o'clock (10:00) A.M. and seven o'clock (7:00) P.M., or on a weekday between six o'clock (6:00) P.M. and eight o'clock (8:00) P.M. The meeting shall not be on a holiday, a holiday weekend or the day before or after a holiday or holiday weekend.
 - (2) The meeting shall be held either on the application property, at the nearest public meeting place, or at an office space with suitable meeting facilities if such facilities are within the city of Eagle area of impact boundary.
- c. The neighborhood meeting shall be conducted prior to the submittal of the application.
- d. Application materials shall include a written verification of the neighborhood meeting and a dated copy of notice provided to affected property owners. (Ord. 699, 5-28-2013)

**POSTING REQUIREMENTS OF THE CITY OF EAGLE
EAGLE CITY CODE SECTION 8-7-8(E)**

Posted Notice: Except as noted within this subsection, any time notice is required under subsection D of this section, the land being considered shall be posted not less than ten (10) days prior to the planning and zoning commission hearing and again not less than ten (10) days prior to the city council hearing. For comprehensive plan land use map amendments and/or zoning ordinance map amendments consisting of changes to more than ten (10) parcels of land posted notice shall not be required unless all parcels under request for amendment are contiguous and if the parcels abut a public right of way. In such cases a minimum of one four foot by eight foot (4' x 8') plywood sign shall be placed adjacent to the right of way. Otherwise, three (3) notices in the official newspaper or paper of general circulation, with the third notice appearing a minimum of ten (10) days prior to the public hearing, shall be published. The notice shall include a six inch by six inch (6" x 6") minimum size graphic representation showing the proposed comprehensive plan land use map or Zoning Ordinance map amendments. Except as noted herein, posting of the property must be in substantial compliance with the following requirements: (Ord. 503, 1-11-2005)

1. Signage Requirements:

- a. The sign(s) shall consist of 4' x 4' plywood or other hard surface mounted on two (2) 4" x 4" posts in such a manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three-feet (3') above the ground.
- b. Centered at the top of the 4' x 4' sign board(s) in six-inch letters shall be the words "Public Notice". In addition, each sign will inform the public of the name of the applicant, and if applicable, the proposed development, the date, time, place, and nature of the public hearing and a summary of the proposal to be considered. Each sign shall be painted white and the letters shall be painted black and shall appear on both sides. An example of this sign is set forth in the following illustration.

Size = 6 inches-----

Size = 2 inches-----

Size = 1.5 inches-----

Size = 1.5 inches-----

Size = 1.5 inches-----

Size = 1.5 inches-----

PUBLIC HEARING NOTICE	
Eagle Planning and Zoning Commission	
THE CITY OF EAGLE will hold a public hearing on May 9, 2002, at 6:30 PM at the Eagle City Hall.	
PURPOSE: Annexation and Zoning- You-Name-It Subdivision- Zoning R-4, Subdivision Preliminary Plat, 7.66 acres, 29 lots, single family dwelling, 1 lot open space/drainage w/ landscaped entryway.	
LOCATION: SW corner of Second St. and State St.	
APPLICATION BY: Average citizen, USA, Inc.	

- c. In lieu of the above conditions, for conditional use permit applications made pursuant to Eagle City Code Section 8-3-2(E) (Mobile Home - temporary living quarters) of this Title only, the sign shall consist of one (1) 11" x 17" sign on paper or other material and lettering sufficient to inform the public of the name of the applicant, and, if applicable, the proposed development, the date, time, place, and nature of the public hearing and a summary of the proposal to be considered.

- 2. The sign(s) shall be posted on the land being considered along each roadway that is adjacent to it. The signs shall be located on the property outside of the public right-of-way, if they can be so located and remain clearly visible from the roadway; otherwise, the consent of the owner of the right-of-way must be obtained and the sign(s) located therein. Except as noted herein, if the land being considered consists of more than one parcel of record, a sign must be located upon each parcel. The Zoning Administrator, upon finding that adequate notice will be provided, may not require all signs to comply with the size requirements of Subsection 1 above. In the event that the land being considered includes properties with 500-feet or more of road frontage, a sign shall be placed on each end of the property roadway frontage. If this property includes a corner lot, three signs shall be posted, one on the corner and one on each end of the property roadway frontages.
- 3. The applicant shall submit a certification to the City Clerk no later than seven (7) days prior to the hearing as to what, where, and when sign(s) were posted. Unless the certification is received by such date, the hearing will be canceled.
- 4. No later than three (3) days after the noticed hearing and any continuation thereof, sign(s) must be removed. A penalty of \$25.00 per day shall be imposed against each applicant for late removal of the signs. (Ord. 312A, 2-10-1998)

NOTE:

IF THE CITY COUNCIL OR THE ZONING ADMINISTRATOR DETERMINE THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND /OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.

APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.

.....
The Conditional Use Permit cannot be granted until Council approval of the final development plan per Eagle City Code Section 8-6-6.

Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.

The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this Preliminary Development Plan and Conditional Use Permit Application for Planned Unit Developments does hereby release and indemnify and hold harmless the City of Eagle from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, central water service, sanitary sewer service, access to public roads and fire protection. "Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."

Signature of Applicant _____ Date _____

Printed name of Applicant _____ Date _____

City staff comments: _____

Signature of receipt by City Staff _____ Date _____