



# PRELIMINARY PLANNED UNIT DEVELOPMENT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant Use      STAFF USE

- 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 receipt of this application.
- A complete Master Land Use Application. (it is the applicant’s responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- 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\(B\)\(1\)](#) for noticing requirements and neighborhood meeting requirements.
- 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)	
Application property 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

- Legal description of the property.
- Copy of Deed.
- If the signatory 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.

- One (1) 8 ½" x 11" vicinity map showing the surrounding area within one half mile of the boundaries of the PUD.
- One (1) 8 ½" x 11" colored aerial photo depicting the proposed site and surrounding area within ¼ mile.
- 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.
- One (1) 8½" x 11" site plan showing proposed location of subdivision Cluster Mailbox Units (CBUs).
- Proposed subdivision name approved by County Engineer.
- A Natural Features Analysis, which includes the following:
  - Hydrology (Visit [www.fws.gov/wetlands/data.mapper.html](http://www.fws.gov/wetlands/data.mapper.html))
  - Soils (Visit [www.nrcs.usda.gov](http://www.nrcs.usda.gov))
  - Topography
  - Vegetation
  - Sensitive Plant & Wildlife Species (Provide a letter from Idaho Department of Fish & Game)
  - Historic Resources
  - Hazardous Areas
  - Impact on Natural Features
- 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, **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**
- 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.
- Seven (7) 24" x 36" copies of the preliminary plat and development plan drawn to a scale of no less than 1" equals 100', **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**. Additional plans will be required once the hearing has been scheduled.

At a minimum, the plan shall show the following:

- Topography at two-foot (2') intervals.
- Location and type of residential, commercial, and industrial land uses proposed.
- Acreage of each proposed use.
- Densities of residential uses.
- Maximum square footage of proposed non-residential uses.
- Layout and dimensions of lots and building setback lines.
- 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.
- Layout, dimensions, and names of existing and proposed streets and rights-of-way
- Location of currently dedicated streets at the point where they adjoin and/or are

- immediately adjacent to the development
- Utilities (water, sewer, streetlights, sidewalks, other public improvements) and easements
- Parks, and other open space areas
- Existing buildings, water bodies or courses (drain ditches, irrigation ditches) and wooded areas
- Site drainage
- Mature trees (including a notation of respective tree species)
- Any additional information to aid in understanding the project

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.

- One (1) set of 24" x 36" Pathways and Trails plan showing the following:
  - Pathway locations, type, and width.
  - Sidewalk locations, type, and width.
  - Location of existing easements for irrigation companies.
  - Indicate location of canal routes and specify which ones will be covered and which will stay open
- One (1) copy of any canal company license agreements (if applicable)
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- One (1) 8½" x 11" reduction of the preliminary plat and preliminary development plan.
- One (1) 8½" x 11" reduction of the preliminary construction drawings.
- 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.

- 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.**
  
- Three (3) colored renderings on 24" x 36," to conceptually show the proposed completed development. The colored renderings shall include at least the following:
  - Architectural style and building design
  - Building materials and colors
  - Landscaping
  - Screening
  - Trash enclosures
  - Parking areas
  - Open spaces
  - Any other items for review as may be deemed necessary by the Zoning Administrator.
  
- One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Plat and/or Site Plan on a CD or USB drive.
  
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
  
- Please complete the data tables below.

LAND USE AND ZONING INFORMATION			
	Comp Plan Designation:	Zoning Designation:	Land Use:
Existing:			
Proposed:			
North of Site:			
South of Site:			
East of Site:			
West of Site:			

SITE DATA			
Total Acreage of Site:		Total Number of Units:	
Total Acreage of Land in Contiguous Ownership:		# of Single-Family Units:	
Total # of Lots:		# of Duplexes:	
# of Residential Lots:		# of Multi-Family:	
# of Commercial Lots:		Total Acreage of Any Out-Parcels:	
# of Industrial Lots:		Total Gross Square Feet of Commercial Buildings:	
# of Common Lots:		Total Gross Square Feet of Industrial Buildings:	
Dwelling Units per Gross Acre:		Total Gross Square Feet of Residential Buildings:	
Minimum Lot Size:		Minimum Street Frontage:	
Minimum Lot Width:		Total Acreage of Common Lots:	
EXISTING SITE CHARACTERISTICS			
<b>Describe the Existing Site Characteristics:</b>			
<b>Describe On and Off-Site Circulation:</b>			
<b>Describe any Greenbelts:</b>			
<b>Describe Open Space Areas</b> (what amenities are being provided)?:			
<b>Street Classification</b>	<input type="checkbox"/> Public <input type="checkbox"/> Private		
<b>Justification for Private Streets</b> (if applicable):			
<b>Number of Blocks Less than 500-Feet:</b>			
<b>Cul-de-sac Designs</b> (if proposed):	<b>Radius:</b>	<b>Length:</b>	
<b>Specify Type of Sidewalks Proposed and Location</b> (Detached, Meandering, etc.):			
<b>Types of Curbs and Gutters Provided:</b>			

<b>Describe Street Lighting</b> (location, type):
<b>Describe Pedestrian Walkways</b> (location, width, material):
<b>Describe Bike Paths:</b>

<b>PUBLIC SERVICES</b>	
Potable Water: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Irrigation Water: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Sanitary Sewer: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Fire Protection: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Street(s) providing access:	
Schools serving this location:	
Elementary School(s):	
Middle School(s):	
High School(s):	

SPECIAL ON SITE FEATURES	
Areas of Critical Environmental Concern:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Evidence of Erosion:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Fish Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Floodplain:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Mature Trees:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Riparian Vegetation:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Steep Slopes:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Stream/Creeks:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Unique Animal Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Unique Plant Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Unstable Soils:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Wildlife Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:

- A completed [Fiscal Impact Worksheet](#).
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- Public hearing signs shall be posted on the land prior to the Planning and Zoning Commission hearing and again prior to the City Council hearing in accordance with [Eagle City Code Section 8-7-8 \(E\)](#).
- Any additional information to aid in understanding the project.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.



**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature