



# CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616

Phone #: (208) 939-0227 Fax #: (208) 938-3854

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

**\*Please call prior to submittal meeting to determine applicable fees\***

FILE NO.: \_\_\_\_\_

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: \_\_\_\_\_

**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 - \_\_\_\_\_

Total Acreage of Common Lots - \_\_\_\_\_

Percent of Site as Common Area - \_\_\_\_\_

Total Gross Square Footage of Commercial Buildings - \_\_\_\_\_

Total Gross Square Footage of Industrial Buildings - \_\_\_\_\_

Total Gross Square Footage of Other non-residential buildings - \_\_\_\_\_

**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<br>Use |  | Staff<br>Use             |
|------------------|--|--------------------------|
| 1.               | <input type="checkbox"/> Date of pre-application meeting: _____ <b>Note:</b> 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 <a href="http://cityofeagle.org">cityofeagle.org</a> ).                  | <input type="checkbox"/> |
| 2.               | <input type="checkbox"/> A complete Preliminary Development Plan and Conditional Use Permit Application 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 8-7-8 for requirements.                                    | <input type="checkbox"/> |
| 4.               | <input type="checkbox"/> Names and addresses of all adjoining owners of property and residents within three hundred feet (300') of the external boundaries of the land being considered as shown on record in the County Assessor's Office. The addresses shall be submitted to the City on two sets of address labels including a map showing the addresses in relation to the land being considered. | <input type="checkbox"/> |
| 5.               | <input type="checkbox"/> Legal description of property that meets and bounds to the center line of all right of ways with appropriate closure to meet the standards of the Ada County Engineer.  | <input type="checkbox"/> |
| 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 <b>original</b> 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"/> |
| 10.              | <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"/> |

Applicant  
Use

Staff  
Use

11.  Fourteen (14) 24" x 36" folded copies of the preliminary development plan drawn to a scale of no less than 1" equals 100'. At a minimum the plan shall show the following:
- 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. Utility easements
  - k. Parks, and other open space areas
  - l. Existing buildings, water bodies or courses (drain ditches, irrigation ditches) and wooded areas
  - m. Any additional information to aid in understanding the project

12.  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.
- (22) **LANDSCAPING:**  
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:*
- (23) **SITING:**  
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.
- (24) **DESIGN FEATURES:**  
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.

- 13.  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.
- 14.  Two (2) copies of a pressurized irrigation plan and associated documents (prepared in accordance with the "Pressurized Irrigation Standards" supplemental document available at Eagle City Hall) 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 ECC 9-4-1-9 C (2) and documentation is submitted with this application. Any requested waiver must be approved by the City Council.

15.  One 8½" x 11" reduction of the preliminary development plan.
16.  Fourteen (14) 24" x 36" **folded** copies of the preliminary construction drawings, drawn to a scale of no less than 1" equals 100', showing streets, sidewalks, water, sewer, drainage, streetlights, electricity, telephone, natural gas, and such other public improvements which may be significant to the proposed development.
17.  One 8 ½" x 11" reduction of the preliminary construction drawings.
18.  Three (3) colored renderings on 24" x 36," to show conceptually 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

***Note: Photos of the colored renderings shall be submitted to the City on a CD or USB drive in a JPG or PDF format at the time of submittal.***

20.  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.
21.  Two copies of the Irrigation Analysis and Required Information report (see attached) for any new residential subdivision and/or PUD containing more than four residential lots. 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 ECC 9-4-1-9 (C) (3) and documentation is submitted with this application. Any requested waiver must be approved by the City Council.
22.  A PowerPoint presentation of the overall proposal shall be submitted to the City on a CD or USB drive.

**POSTING REQUIREMENTS OF THE CITY OF EAGLE  
EAGLE CITY ORDINANCE #312 2/10/98 (ECC 8-7-8)**

Posted Notice: Except as noted within this paragraph, any time notice is required, 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. Except as noted herein, posting of the property must be in substantial compliance with the following requirements:

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 attached illustration.

Size = 6 inches-----	<b>PUBLIC HEARING NOTICE</b>
Size = 2 inches-----	Eagle Planning and Zoning Commission
Size = 1.5 inches-----	THE CITY OF EAGLE will hold a public hearing on May 9, 2002, at 6:30 PM at the Eagle City Hall.
Size = 1.5 inches-----	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.
Size = 1.5 inches-----	LOCATION: SW corner of Second St. and State St.
Size = 1.5 inches-----	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.

**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 \_\_\_\_\_