



1123 Lake Street ▪ Sandpoint, ID 83864 ▪ Phone 208-263-3370 ▪ Fax 208-263-3678

## **PLANNED UNIT DEVELOPMENT (PUD) APPLICATION PROCEDURES**

1. Schedule preliminary meeting with the Planning Director to review plans.
2. Obtain and complete a PUD application.
3. Provide the following with the completed application:

### **Minimum Application Requirements for Preliminary Development Plan:**

- a. Name, address and phone number of Applicant.
- b. Name, address and phone number of registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan.
- c. Legal description of property.
- d. Description of existing use.
- e. Zoning districts.
- f. A vicinity map at a scale approved by the Commission, showing property lines, streets, existing and proposed zoning and such other items as the Commission may require to show the relationship of the PUD to the Comprehensive Plan and to existing schools and other community facilities and services.
- g. Provide one (1) hard copy and one (1) digital copy of a preliminary development plan at a scale approved by the Commission (minimum scale is 1" = 100') showing topography at two foot (2') intervals; location and type of residential, neighborhood commercial and recreational land uses; layout, dimensions and names of existing and proposed streets; rights-of-way; utility easements; parks and community spaces; layouts and dimensions of lots and building setback lines; preliminary improvement drawings showing water, fire hydrants, sidewalks, sewer, drainage, electricity, telephone and natural gas and such other characteristics as the Commission deems necessary.
- h. Provide one (1) hard copy and one (1) digital copy of tentative landscaping plans and tentative architecture styles of buildings, showing elevations, interior layout, construction materials, and site orientation.
- i. Proposed schedule for the development of the site.
- j. Evidence that the Applicant has sufficient control over the land in question to initiate the proposed development plan within two (2) years.

- k. The application for preliminary PUD shall be accompanied by a written statement by the developer setting forth the reasons why it is believed the PUD would be in the public interest.

**Minimum Application Requirements for Final Development Plan:**

- a. A survey of the proposed development site, showing the dimensions and bearings of the property lines, area in acres, topography, existing features of the development site; including major wooded areas, structures, streets, easements, utility lines and land uses.
  - b. All the information required on the preliminary development plan; the location and sizes of lots, location and proposed density of dwelling units, nonresidential building intensity and land use considered suitable for adjacent properties.
  - c. A schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes; tabulation of the number of acres in the proposed project for various uses; the number of housing units proposed by type; estimated residential population by type of housing; estimated nonresidential population; anticipated timing for each unit and standards for height, open space, building density, parking areas, population density and public improvements proposed for each unit of the development.
  - d. Preliminary studies and plans showing, as necessary, water, sewer, drainage, streetlight, electricity, telephone and natural gas installations; waste disposal facilities; street improvements including sidewalk and bicycle accommodation and nature and extent of earthwork required for site preparation and development.
  - e. Provide one (1) hard copy and one (1) digital copy of a site plan, showing buildings, various functional use areas, circulation and their relationship.
  - f. Provide one (1) hard copy and one (1) digital copy of preliminary building plans, including floor plans and exterior elevations.
  - g. Landscaping plans.
  - h. Deed restrictions, protective covenants and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon, including those areas which are to be commonly owned and maintained.
  - i. A traffic analysis as provided for in *Sandpoint City Code* 10-1-6 may be required which may result in requirements for off site improvements to mitigate impacts.
4. **Provide the names and addresses of all property owners** within three hundred feet (300') of the subject property, printed on self-adhesive mailing labels. Also, **provide a vicinity map** at the scale of 1" = 100', showing the property owners and existing land use within three hundred feet (300') of the proposed site. *In addition*, please provide one (1) 8 1/2 by 11 map of area and at least two (2) digital or hard copy photographs of the site from at least two different angles or views.

5. **Written Approval from Affected Agencies:** Written approval from the agencies indicated below **must** accompany this application in order to be processed:

- |  |   |
|--|---|
| <input type="checkbox"/> Idaho Transportation Department         | <input type="checkbox"/> U.S. Forest Service            |
| <input type="checkbox"/> Panhandle Health District               | <input type="checkbox"/> U.S. Army Corps of Engineers   |
| <input type="checkbox"/> Idaho Department of Lands               | <input type="checkbox"/> U.S. Soil Conservation Service |
| <input type="checkbox"/> Lake Pend Oreille School District       | <input type="checkbox"/> U.S. Fish and Wildlife         |
| <input type="checkbox"/> Idaho Division of Environmental Quality | <input type="checkbox"/> Independent Highway District   |
| <input type="checkbox"/> Idaho Department of Water Resources     | <input type="checkbox"/> Idaho State Historical Society |
| <input type="checkbox"/> Idaho Department of Fish and Game       | <input type="checkbox"/> Other: _____                   |

7. **Application Fees:** The fees are (subdivision fees charged separately):

<b>Residential:</b>	up to 10 units:	\$ 825.00
	each additional unit:	\$ 50.00 per unit
<b>Mixed Residential/Commercial:</b>	up to 10 units:	\$1,100.00
	each additional unit:	\$ 100.00 per unit
<b>Amendment to Approved Application</b>		50% of current application fee
<b>Appeal</b>		\$200 +advertising/mailing fees

*Any additional fees associated with plat review by agencies other than the City are the responsibility of the applicant.*

## **PURPOSE:**

Planned Unit Development (PUD) is development of land in which the standard land use regulations may be modified or waived in order to promote beneficial development of an entire tract of land in conformance with an approved planned unit development permit which accentuates usable open space, recreational uses, public amenities, community housing, and harmonious development with surrounding properties and the city at large.

The purpose of these provisions is to guide a major development of land and construction by encouraging planned unit developments so as to achieve the following:

- A. A maximum choice of living environments by allowing a variety of housing and building types and permitting an increased density per acre and a reduction in lot dimensions, yards, building setbacks, and area requirements.
- B. A more useful pattern of open space and recreation areas and, if permitted as part of the project, more convenience in the location of neighborhood commercial uses, recreational uses and services.
- C. A development pattern which preserves and utilizes natural topography and geologic features, scenic vistas, trees and other vegetation, and prevents the disruption of natural drainage patterns.
- D. A more efficient use of land than is generally achieved through conventional development, thus resulting in substantial savings through shorter utilities and streets, while encouraging connectivity.
- E. A development pattern in harmony with land use density, multimodal transportation facilities, and community facilities objects of the comprehensive plan.

## **OWNERSHIP REQUIREMENTS:**

The PUD application shall be filed in the name or names of the recorded owner or owners of property included in the development. However, the application may be filed by the holder(s) of an equitable interest in such property. Before approval is granted to the final development plan, the entire project shall be under single ownership or control and legal title must be presented with the final development plan.

## **MINIMUM AREA:**

A planned unit development for the following principal uses shall contain an area of not less than:

- A. Two (2) acres for residential development.
- B. Five (5) acres for residential use with subordinate neighborhood commercial or recreational uses.

## **USES PERMITTED:**

- A. All uses that may be allowed within the underlying land use district are permitted within a PUD.
- B. Uses not allowed in the underlying district may be allowed where appropriate. PUDs seeking multi-family residential buildings in residence A and B zones shall be limited to no more than six (6) dwelling units in any one building. Such units must reflect the style and character of surrounding residences.
- C. Commercial, professional office, recreational, public or quasi-public uses that are not allowed within the land use district, may utilize up to twenty percent (20%) of the gross land area in a PUD.

Such uses may be allowed provided there is a favorable finding by the Commission that:

- 1. Any nonresidential uses are compatible with the residential uses in and surrounding the PUD.
- 2. The uses are planned as an integral part of the PUD.
- 3. Commercial/professional uses are to be located and so designed as to provide direct access to a collector or an arterial street without creating congestion or traffic hazards.
- 4. A minimum of fifty percent (50%) of the residential development occurs prior to the development of the related neighborhood commercial or recreational uses.

## **INCREASED RESIDENTIAL DENSITY:**

To provide an incentive for quality PUD, the Commission may authorize an increased residential density, based on the single-family lot size for the underlying zone, of up to forty percent (40%) of the allowable number of dwelling units. Character, identity, architectural and siting variations incorporated in a development shall be considered cause for density increases, provided these factors make a substantial contribution to the objectives of the PUD, which are as follows:

- A. **Landscaping:** A maximum increase of ten percent (10%); streetscape; open spaces and plazas; use of existing landscaping; pedestrianway treatment; and recreational areas.
- B. **Siting:** A maximum increase of ten percent (10%); visual focal points; use of existing physical features such as topography; view; sun and wind orientation; circulation pattern; physical environment; variation in building setbacks; and building grouping, such as clustering.
- C. **Design Features:** A maximum increase of ten percent (10%); street sections; architectural styles; harmonious use of materials; parking areas broken by landscaping features; and varied use of housing types.
- D. **Workforce/Affordable Housing:** A maximum increase of ten percent (10%) for those projects providing workforce/affordable housing as defined by resolution of the city of Sandpoint.

**Please refer to Title 10 of *Sandpoint City Code* for complete development requirements.**

**CITY OF SANDPOINT  
PLANNING DEPARTMENT  
PLANNED UNIT DEVELOPMENT APPLICATION**



File #: \_\_\_\_\_

**Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.**

**Applicant Information**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Representative Information**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information**

Proposed Development Name: \_\_\_\_\_  
Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_  
(or) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_  
Number of Lots/Units: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Smallest Lot Size: \_\_\_\_\_ Largest Lot Size: \_\_\_\_\_

**Current Zoning:**

- | <u>Residential</u>                                      | <u>Commercial</u>                                 | <u>Industrial</u>   |
|---|---|---|
| <input type="checkbox"/> Rural Residential RR2          | <input type="checkbox"/> Commercial               | <input type="checkbox"/> Industrial General (IG)                    |
| <input type="checkbox"/> Rural Residential RR1          | <input type="checkbox"/> Neighborhood "CN"        | <input type="checkbox"/> Industrial Business Park (IBP)             |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Professional Office "PO" | <input type="checkbox"/> Industrial General w / IBP<br>uses allowed |
| <input type="checkbox"/> Residential Multi-Family (RM)  | <input type="checkbox"/> Commercial A             | <input type="checkbox"/> Industrial Technology<br>Park (ITP)        |
|   | <input type="checkbox"/> Commercial B             |   |
|   | <input type="checkbox"/> Commercial C             |   |

Current Comprehensive Plan Designation:

- Very Rural
- Context Area 1
- Context Area 1.5
- Context Area 2
- Context Area 3
- Context Area 3B
- Context Area 4
- Context Area 5
- Industrial

**Utility Information**

Power will be provided by:

- Avista Utilities
- Northern Lights Inc

Water will be supplied by:

- Existing public or community system
- Individual well
- Proposed public or community system

Sewage disposal will be provided by:

- Existing community system
- Individual system
- Proposed community system

Proposed Land Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Phasing Schedule (not to exceed two-year increments): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What land uses border the site? Describe lot sizes, structures and uses:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

What Zones border the site?

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

What Comprehensive Plan designations border the site?

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Site Information**

Provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Water courses (springs, streams, rivers, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Existing structures (size & use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Land cover (timber, pasture, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The Planning and Zoning Director may request additional information in specific circumstances in order to assist the Planning and Zoning Commission in reviewing this request.

The date of the Planning and Zoning Commission hearing will be established by the Planning and Zoning Department upon the acceptance of a *complete* application. An application will be considered complete when all of the requested information has been submitted.

I am the owner or owner's representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

I further acknowledge that PUD approval shall expire and may be revoked if construction on the project has not begun within two (2) years from the date of issuance of the approval. For larger projects, a developer may propose development occur incrementally in two (2) year phases.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date