



## DUE DILIGENCE / INITIAL DISCUSSION FORM

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Staff: \_\_\_\_\_

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921  
 ▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [planning@gardencityidaho.org](mailto:planning@gardencityidaho.org)

While the initial discussions of a project are free, we ask that you fill out this form so that we can research your request and give you the best possible information based on the information that you give to us, while also optimizing our time so that we can serve all requestors as quickly as possible. A due diligence meeting is a meeting or correspondence with a planner to discuss your proposal to determine if it could possibly be a viable proposal per zoning regulations. If it is determined that it is a viable proposal, it will typically be recommended that you have a pre-application meeting to help identify potential inconsistencies with the applicable requirements so that they can be worked out prior to application submittal. The pre-application meeting is a meeting with the plans reviewers (Public Works, Fire, Building, etc.) to review any questions that you might have on the specifics of applicable code requirements. **A due diligence meeting is required prior to requesting a pre-application meeting.** In some situations a planner may advise that a pre-application meeting is not required.

### PROJECT INFORMATION (to be filled out by requestor)

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Project Address: \_\_\_\_\_ Garden City ID, 837\_\_ or Parcel No.: \_\_\_\_\_

**Project Description:**

Non Residential \_\_\_ Residential \_\_\_ Mixed (Residential and Non Residential)\_\_\_

Will you be wishing to subdivide: Yes \_\_\_ No \_\_\_

Construction: New Construction or exterior remodel \_\_\_ Interior remodel or TI \_\_\_ NA\_\_\_

**If Residential provide the proposed number of units of each of the following:**

Single family detached \_\_\_ Single family attached (townhomes)\_\_\_ Multifamily (apartments or condos)\_\_\_

New or expanding business? Yes \_\_\_ No\_\_\_, if yes what type of business? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anything else we should know? \_\_\_\_\_

Is there specific information that you would like to know? \_\_\_\_\_

Requestor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing, I acknowledge the following:**

1. **The Due Diligence Meeting/Discussion(s) are an informal first glance at a potential project.** Staff may not have all information to give a complete and accurate review. A review and analysis of a project is not formally completed until after an application has been submitted to the City. During a formal review additional criteria or constraints may be identified. Applications must be in compliance with all applicable code for approval. **It is my responsibility as an applicant to review applicable codes, and to verify there have been no changes in code prior to submittal for formal review.**
2. **I understand that it is unlawful to occupy a property without a certificate of occupancy or provide false information.**
3. A Conditional Use in a zoning designation **does not mean that the use is an allowed use** nor does it mean that it is a prohibited use. If criteria are set forth in code specific to a use that requires a conditional use, this will be the minimum criteria if approved; additional criteria may be required; or even if the minimum criteria can be met it does not mean that the use will be permitted. A conditional use may be found to be appropriate or inappropriate by a quasi judicial body based on a site specific analysis. For approval adequate evidence shall be provided to demonstrate that the use is appropriate to the specific location, including but not limited to zoning, comprehensive plan designation, and neighborhood where proposed.

**INITIAL REVIEW INFORMATION** (to be filled out by **staff**)

**Lot:**

- Verified as legal lot of record
- Verified no non-conforming uses or structures on site
- Desired use prohibited

**Flood Plain:**

- Floodway (Flood Zone A)
- 100 Year Floodplain (Flood Zone AE)
- Outside Floodplain
- Within 70' of River or Riparian

List any unique constraints or conditions on the property (easements, current conditional use permits, etc):

\_\_\_\_\_

\_\_\_\_\_

Comp. Plan Designation:	Zoning District:	Overlay Dist. (8-3A):	Building:
<input type="checkbox"/> Res. Low Density <input type="checkbox"/> Res. Med. Density <input type="checkbox"/> Mixed Use Res. <input type="checkbox"/> Mixed Use Comm. <input type="checkbox"/> Main Street Comm. Center <input type="checkbox"/> Live-Work-Create <input type="checkbox"/> TOD Node <input type="checkbox"/> Green Blvd. Corridor	<input type="checkbox"/> Light Industrial <input type="checkbox"/> Special Opp. Area	<input type="checkbox"/> R1/A <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R20 <input type="checkbox"/> M <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> LI	<input type="checkbox"/> FH <input type="checkbox"/> WLC <input type="checkbox"/> NCN <input type="checkbox"/> TOD <input type="checkbox"/> GBC <input type="checkbox"/> BRG
			<input type="checkbox"/> Cert of Occupancy on file  Known Building Occ.: _____ _____

Application Type (Check all that apply)	Title 8 Code Sections Potentially Applicable
<input type="checkbox"/> Annexation or Rezone <input type="checkbox"/> Comprehensive Plan Amendment <input type="checkbox"/> Conditional Use Permit <i>*see disclosure</i> <input type="checkbox"/> Design Review <input type="checkbox"/> Development Agreement <input type="checkbox"/> Development Code Amendment <input type="checkbox"/> Design Review <input type="checkbox"/> Floodplain/Floodway <input type="checkbox"/> Minor Land Division <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Minor Planned Unit Development <input type="checkbox"/> Plat Amendment <input type="checkbox"/> Condominium Plat	<input type="checkbox"/> Final Plat <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Combined Preliminary/Final Plat <input type="checkbox"/> Site Layout Template <input type="checkbox"/> Specific Area Plan <input type="checkbox"/> Variance <input type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Appeal <input type="checkbox"/> Building Permit <input type="checkbox"/> Non Residential Occupancy Analysis <input type="checkbox"/> Lot Line Adjustment/Consolidation <input type="checkbox"/> Other (Specify) _____
<input type="checkbox"/> 8-1B Non Conforming Property, Structures and Uses <input type="checkbox"/> 8-2A, 8-2B Zoning Provisions <input type="checkbox"/> 8-2C Land Use Provisions <input type="checkbox"/> 8-3A Overlay District <input type="checkbox"/> 8-4B Design Provisions for Residential Structures <input type="checkbox"/> 8-4C Design Review Provisions for Non Residential Structures/Sites <input type="checkbox"/> 8-4D Parking and Off Street Loading <input type="checkbox"/> 8-4E Transportation and Connectivity <input type="checkbox"/> 8-4I Landscaping and Tree Provisions <input type="checkbox"/> 8-4J Manufactured Home Provisions <input type="checkbox"/> 8-4L Open Space Provisions <input type="checkbox"/> 8-5A, 5B, 5C Subdivision Regulations <input type="checkbox"/> Other _____	

**Staff Determination:**

Not Viable as proposed\_\_\_\_\_ Pre-application recommended\_\_\_ Application Ready\_\_\_\_\_

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_