



# MINOR PLANNED UNIT DEVELOPMENT

Permit info: \_\_\_\_\_  
 Application Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_  
 FOR OFFICE USE ONLY

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921 (tel.)  
 208.472.2926 (FAX) ▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [building@gardencityidaho.org](mailto:building@gardencityidaho.org)

**APPLICANT**

<b>Name:</b>	<b>Address:</b>
<b>Email:</b>	
<b>Phone:</b>	

**PROPERTY INFORMATION**

**Development Name:** \_\_\_\_\_

**Site address:** \_\_\_\_\_

<b>Minor PUD Template #:</b>	<b>Zoning:</b>
<b>Is the property within the 100 Year Flood Plain or Floodway?</b>	YES                      NO
<b>CIRCLE ONE</b>	
<b>Description of Existing Use(s):</b>	
<b>Date of Pre-Application Meeting:</b>	<b>Date of Neighborhood Meeting:</b>
<b>Will there be a concurrent condominium plat? (CIRCLE ONE)</b>	<b>Number of building Lots</b>
YES                      NO	
<b>Square feet of common open space:</b>	<b>Are any improvements planned within the common open space area? If so, specify.</b>
<b>Number of parking spaces:</b>	<b>Smallest Unit (sq. ft.):</b>
<b>Proposed density:</b>	
<b>Maximum Building Height:</b>	<b>Number of Stories:</b>

---

**Clearly detail any deviations from the Minor PUD templates :**

---

**a. Relocation of Building Footprints:**

---

**b. Relocation of Common Areas:**

---

**c. Relocation of Access Lanes:**

---

**d. Relocation of Parking:**

---

**e. Relocation of Private Open Space:**

---

**List any other deviations:**

---

**Does the project deviate more than 10% from the Site Layout Template?**

**YES**

**NO**

**How does this proposed Minor PUD development minimize impacts on adjacent properties?**

---

---

Are the proposed storm drain and surface water facilities adequate for the site?

YES

NO

---

How will this building(s) design create a sense of place (usable open space, public art, visual focus points)?

---

How has landscaping been used to protect existing trees, utilize existing features, create harmony with adjacent development and prevent erosion and dust?

---

What type of water will be used for landscaping? CIRCLE ONE

Irrigation - Non-Potable

Irrigation - Potable

City Water System

---

Have native or drought resistant plants been utilized in the landscaping plan? If so what types and what percentage of the overall landscape is dedicated to these plants?

---

What sustainable or "green" criteria have been utilized in the development?

---

Where is the nearest pedestrian/bike pathway from the development?

---

## APPLICATION INFORMATION REQUIRED

**NOTE:**

**AN ELECTRONIC COPY OF THE ENTIRE APPLICATION SUBMITTAL REQUIRED**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

### **ONE (1) HARD COPY OF EACH CHECKLIST ITEM REQUIRED**

- |   |   |
|---|---|
| <input type="checkbox"/> Planning Submittal Application                                       | <input type="checkbox"/> Site Plan                                |
| <input type="checkbox"/> Statement of Intent  | <input type="checkbox"/> Landscape Plan                           |
| <input type="checkbox"/> Neighborhood Map   | <input type="checkbox"/> Electronic Copy of Application Submittal |
| <input type="checkbox"/> Grading Plan   | <input type="checkbox"/> Waiver Request of Application Materials  |
| <input type="checkbox"/> Lighting Plan  |   |
| <input type="checkbox"/> Schematic Drawings   |   |
| <input type="checkbox"/> Topographic Survey   |   |
| <input type="checkbox"/> Hydrology Report   |   |
| <input type="checkbox"/> Natural Hazard and Resources Analysis                                |   |
| <input type="checkbox"/> Dedications and Easements  |   |
| <input type="checkbox"/> Covenants and Deed Restrictions                                      |   |
| <input type="checkbox"/> Legal Description  |   |
| <input type="checkbox"/> Ability to Serve Letter  |   |
| <input type="checkbox"/> Affidavit of Legal Interest  |   |
| <input type="checkbox"/> Neighborhood Meeting Verification                                    |   |
| <input type="checkbox"/> Affidavit of Posting and Photo (due 10 days prior to public hearing) |   |

**INFORMATION REQUIRED FOR WAIVER REQUEST OF APPLICATION MATERIALS (PLEASE CHECK):**

- Statement must include a list of the application materials to be waived and an explanation for the request.

**INFORMATION FOR STATEMENT OF INTENT (PLEASE CHECK):**

- Should include purpose, scope, and intent of project
- Information concerning noxious uses, noise, vibration, and any other aspects of the use or structure that may impact adjacent properties or the surrounding community

**INFORMATION FOR LEGAL DESCRIPTION (PLEASE CHECK):**

- A document legally describing the property.
- Must have Ada County instrument number or county seal inscribed.

**INFORMATION REQUIRED ON NEIGHBORHOOD MAP (PLEASE CHECK):**

- 8 ½" x 11" size minimum
- Location of contiguous lots and lot(s) immediately across from any public or private street, building envelopes and/or existing buildings and structures at a scale not less than one inch equals one hundred feet (1" = 100')
- Impact of the proposed siting on existing buildings, structures, and/or building envelopes

**INFORMATION REQUIRED ON SITE PLAN (PLEASE CHECK):**

- 24" x 36" size minimum
- Scale not less than 1" = 20', legend, and north arrow.
- Property boundary, dimensions, setbacks and parcel size.
- Location of the proposed building, improvement, sign, fence or other structure, and the relationship to the platted building envelope and/or building zone
- Building envelope dimensions with the center of the envelope location established in relation to the property lines
- Adjacent public and private street right of way lines
- Total square footage of all proposed structures calculated for each floor. If the application is for an addition or alteration to an existing building or structure, then the new or altered portions shall be clearly indicated on the plans and the square footage of new or altered portion and the existing building shall be included in the calculations
- For uses classified as drive-through, the site plan shall demonstrate safe pedestrian and vehicular access and circulation on the site and between adjacent properties as required in Section 8-2C-13 of Title 8.
- The site plan shall demonstrate safe vehicular access as required in 8-4E-4
- Driveways, access to public streets, parking with stalls, loading areas.
- Sidewalks, bike and pedestrian paths.
- Berms, walls, screens, hedges and fencing.
- Location and width of easements, canals, ditches, drainage areas.
- Location, dimensions and type of signs.
- Trash storage and mechanical equipment and screening.
- Parking including noted number of regular, handicap and bike parking as well as dimensions of spaces and drive aisles depicted on plan
- Log depicting square footage of impervious surface, building and landscaping
- Location and height of fences and exterior walls
- Location and dimensions of outdoor storage areas
- Location of utilities and outdoor serviced equipment and areas
- Location of any proposed public art
- Location of any proposed exterior site furniture
- Location of any exterior lighting
- Location of any existing or proposed signage

**INFORMATION REQUIRED ON LANDSCAPE PLAN (PLEASE CHECK):**

- 24" x 36" size minimum
- Scale the same as the site plan.
- Type, size, and location of all existing and proposed plants, trees, and other landscape materials.
- Size, location and species of existing vegetation labeled to remain or to be removed.
- All areas to be covered by automatic irrigation, including location of proposed irrigation lines.
- Cross section through any special features, berms, and retaining walls.
- A plant list of the variety, size, and quantity of all proposed vegetation
- Log of square footage of landscaping materials corresponding to location
- Proposed storm water systems
- Locations and dimensions of open space

**INFORMATION REQUIRED ON SCHEMATIC DRAWINGS (PLEASE CHECK):**

- 11" x 17" size minimum
- Scale not less than 1/8 inch = 1 foot (1/8" = 1')
- Floor plans; elevations, including recorded grade lines; or cross sections that describe the highest points of all structures and/or buildings, showing relationship to recorded grade existing prior to any site preparation, grading or filing
- Decks, retaining walls, architectural screen walls, solid walls, and other existing and proposed landscape features shall be shown in elevations and sections with the details to show the completed appearance of those structures
- Overall dimensions of all proposed structures
- Specifications on exterior surface materials and color  
Sample materials (as determined by the staff)

**INFORMATION REQUIRED ON LIGHTING PLAN (PLEASE CHECK):**

- 11" x 17" size minimum
- Location, type, height, lumen output, and luminance levels of all exterior lighting
- Refer to Garden City Code 8-4A-6 for outdoor lighting requirements

**INFORMATION FOR TOPOGRAPHIC SURVEY (PLEASE CHECK):**

- The topographic map is a map of the application site and adjoining parcels prepared by an engineer and/or land surveyor, and at a scale of not less than one inch (1") to twenty feet (20'). If the site has been known to have been altered over time, then the applicant shall provide evidence of the natural topography of the site.

**INFORMATION REQUIRED ON GRADING PLAN (PLEASE CHECK):**

- 11" x 17" size minimum
- Scale not less than one inch equals twenty feet (1" = 20')
- Two foot (2') contours for the entire proposal site
- One foot (1') contours for details, including all planimetric features
- Existing site features, including existing structures, trees, streams, canals, and floodplain hazard areas
- Existing easement and utility locations
- Approximate limiting dimensions, elevations, and finish contours to be achieved by the contemplated grading within the project, showing all proposed cut and fill slopes, drainage channels, and related construction; and finish and spot grade elevations for all wall and fence construction, and paved and recreational surfaces
- Slope and soil stabilization and re-vegetation plan, including identification of areas where existing or natural vegetation will be removed and the proposed method of re-vegetating. Show all areas of disturbance and construction fencing location; re-vegetation is required for all disturbed areas
- Proposed storm water systems

**INFORMATION FOR HYDROLOGY REPORT (PLEASE CHECK):**

- Prepared by a licensed engineer
- Description of the hydrological conditions existing within the proposed site, the adequacy of the existing conditions for the proposed project and the design criteria for any recommended corrective measures
- Map or drawing showing existing surface drainage patterns in the proposed site and identifying any anticipated changes in those patterns due to the project development
- For preliminary plat: Preliminary plans and approximate locations of all surface and subsurface drainage devices or other devices to be employed in controlling

drainage water within the project site, including proposed, existing, and natural drainage swales, culverts, catch basins, and subsurface drain piping

- For final plat: A storm drainage plan shall be submitted showing compliance with the standards of section 8-4B-1. The storm drainage plan shall include:
  - a. A map indicating the on-site and off-site drainage applicable to the site
  - b. Detailed engineering plans of all subsurface drainage improvements to be constructed as a part of the proposed development
  - c. Location of all drainage easements, or drainage rights of way
- For a subdivision within a floodplain, documentation shall be provided that will show and explain at the following to demonstrate conformance with Chapter 3, Article B. Flood Hazard. Location of all planned improvements:
  - a. The location of the floodway and the floodway fringe per engineering practices as specified by the Army Corp of Engineers
  - b. The location of the present water channel
  - c. Any planned re-routing of waterways
  - d. All major drainage ways
  - e. Areas of frequent flooding
  - f. Means of flood proofing buildings, and means of insuring loans for improvements within the floodplain

**INFORMATION FOR NATURAL HAZARD AND RESOURCES ANALYSIS (PLEASE CHECK):**

- Prepared by a licensed engineer
- The natural hazards and resources analysis shall provide an inventory and recommendation regarding natural conditions existing on the site.
- The analysis shall include: significant natural resources existing on the site shall be indentified including vegetation; fish and wildlife habitat; and water, including streams and riparian zones. A plan for preservation and/or mitigation of significant resources should be prepared by a qualified professional.
- For subdivisions within a floodplain: Detained information on the nature, source, and extent of the hazard and the proposed actions to minimize or eliminate danger to public health, safety or property. The analysis shall include the following information:
  - a. The location of existing water channels and drainage ways, floodway, flood plain and base flood elevation
  - b. The location of all planned improvements including dams, dikes, and similar structures
  - c. All planned diversions, alterations or rerouting of channels and drainage ways.

**INFORMATION FOR DEDICATIONS AND EASEMENTS (PLEASE CHECK):**

- The statement of intent for dedications and/or easements shall include the location, size, dimensions, and purpose.

**INFORMATION FOR COVENANTS AND DEED RESTRICTIONS (PLEASE CHECK):**

- The draft of any proposed covenants and deed restrictions to be recorded with the plat or plat amendment.

**INFORMATION FOR WILL SERVE LETTER (PLEASE CHECK):**

- A document from the City Engineer certifying that a property has adequate access to city services.

**INFORMATION FOR NEIGHBORHOOD MEETING VERIFICATION (PLEASE CHECK):**

- Copy of notice sent to property owners within 300' of an applicable property
- List of notice recipients with names and addresses
- Sign-up sheet from meeting

**INFORMATION FOR AFFIDAVIT OF LEGAL INTEREST (PLEASE CHECK):**

- A signed affidavit indicating legal interest in a property and application

**INFORMATION FOR AFFIDAVIT OF PROPERTY POSTING AND PHOTOS (PLEASE CHECK):**

- A signed affidavit affirming that the required sign has been posted on the property ten days before the hearing
- Photos (digital or print) of posted sign
- Photos of posted sign must clear enough to read the text

**INFORMATION REQUIRED FOR IRRIGATION/DITCH INFORMATION FORM (PLEASE CHECK):**

- Required if irrigation canal/irrigation ditch runs through property or along property lines

**INFORMATION REQUIRED MASTER SIGN PLAN (PLEASE CHECK):**

- Required for commercial or mixed-use developments of two or more buildings
- Location, elevations, and materials of proposed signage