



SPECIFIC AREA PLAN (SAP) APPLICATION

File Number: _____
 Application Date: _____ Rec'd by: _____
 FOR OFFICE USE ONLY

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921
 ▪ www.gardencityidaho.org ▪ building@gardencityidaho.org

An SAP may be utilized anywhere within the city on properties that would benefit from a master plan and phasing approach. An SAP application is encouraged for the development or redevelopment of properties defined in the comprehensive plan as TOD activity nodes, or as neighborhood destination activity nodes, or as future planning areas. An SAP application shall be required prior to the development or redevelopment of properties defined in the comprehensive plan as future planning areas that are not incorporated into the city on or before February 8, 2021.

APPLICANT (PERSON CITY WILL CORRESPOND WITH)	LEGAL PROPERTY OWNER
Name:	Name:
Company:	Company:
Address:	Address:
City:	City:
State: Zip:	State: Zip:
Tel.:	Tel.:
E-mail:	E-mail:

PROPERTY DETAILS ([link to Ada County Assessor Property System](#))

Address or Addresses		
Garden City, Idaho 837__		
Subdivision Name(s)	Lot(s):	Block(s):
Ada County Tax Parcel Number(s)	Current Zoning	Total Acres
Comprehensive Plan Land Use Designations (List all applicable)	Describe the existing uses	
Is the property or properties within the regulatory 100 Year Flood Plain or Floodway? Link ____ Yes ____ No	Is the property or properties within the anticipated 100 Year Flood Plain or Floodway? Link (labeled as draft floodplain changes, seclusion) ____ Yes ____ No	

PROJECT DETAILS

Specific Area Plan Name:

Date of Initial Neighborhood Meeting:

Date of Staff Pre-App Conference:

Date of Subsequent Neighborhood Meeting:

What are the surrounding uses(s)? How does this plan interact and impact the adjacent properties?

How does this proposal implement the goals and objectives of the city's [comprehensive plan](#)?

How does this proposal contribute to the social, economic, and environmental sustainability of the city?

How does this proposal facilitate development in a manner that is highly respectful of the natural setting, which is at a human scale and ensures neighborhood compatibility?

How does this proposal provide for a safe and comfortable integrated transportation system which prioritizes a pedestrian-bicyclist environment and mass transit and reduces vehicular trips?

How does this proposal result in a contribution of amenities to the community including maintaining public access to the Boise River and recreational facilities

Does this proposal designate and protect open site area in perpetuity, and, if so, how?

Does this proposal provide for a mix of uses, including housing types, and, if so, how?

How does will the public facilities and transportation system components be coordinated and phased?

Do the proposed design standards concepts deviate from Garden City Code related to the development interface with street and public realms and street trees? If so, how?

Do the proposed design standards concepts deviate from Garden City Code seventy-foot (70') minimum setback to the ordinary high-water mark of the Boise River? _____Yes _____No

Do the proposed design standards concepts deviate from Garden City Codes relating to drainage or the floodplain? If so, how?

I consent to this application and hereby certify that information contained on this application and in the accompanying materials is correct to the best of my knowledge. I agree to be responsible for all application materials, fees and application correspondence with the City. I will hold harmless and indemnify the City of Garden City from any and all claims and/or causes of action from or an outcome of the issuance of a permit from the City.

Signature of the Applicant (date)

Signature of the Owner (date)

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"/> Affidavit of Legal Interest | <input type="checkbox"/> Statement of Intent |
| <input type="checkbox"/> Compliance Statement | <input type="checkbox"/> Neighborhood Map |
| <input type="checkbox"/> Master Plan | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Topographic Survey | <input type="checkbox"/> Irrigation/Ditch Information |
| <input type="checkbox"/> Natural Hazards & Resource Analysis | <input type="checkbox"/> Preliminary Title Report |
| <input type="checkbox"/> Dedications and Easements | <input type="checkbox"/> Will Serve |
| <input type="checkbox"/> Legal Description | |
| <input type="checkbox"/> Initial Neighborhood Meeting Verification Materials | |
| <input type="checkbox"/> Neighborhood Meeting Verification Materials | |
| <input type="checkbox"/> Specific Area Plan Ordinance | |



PLEASE CHECK THE FOLLOWING:

INFORMATION FOR AFFIDAVIT OF LEGAL INTEREST:

- A signed affidavit indicating legal interest in a property and application (form provided by the city)

INFORMATION FOR STATEMENT OF INTENT:

- 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 REQUIRED ON COMPLIANCE STATEMENT:

- Statement explaining how the proposed structure(s) is compliant with the standards of review for the proposed application

INFORMATION REQUIRED ON NEIGHBORHOOD MAP:

- 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 MASTER PLAN:

- The master plan is a plan that includes narrative information and illustrations about the proposal
- The required narrative information shall be as follows:
 - a. Description of the vision for the Master Plan area, including design guidelines, land uses and phasing of development
 - b. A range of square footage, density, site coverage, and locational distribution of land uses;
 - c. Description of a circulation plan for autos, bicycles, transit, and pedestrians within the site and to other off-site systems including the Boise River Greenbelt and other waterways
 - d. Description of the amenities within the site including both natural and manmade
 - e. Description of the general mass, scale, and character of the buildings
 - f. Summary of general public facility requirements to serve the development
 - g. Proposal for incorporation of existing structures in future development plans; and
 - h. Interface with adjacent neighborhood.
- The required illustrative plans shall be as follows:
 - a. A map showing property dimensions and legal description
 - b. A map showing existing and proposed building footprints
 - c. A map showing the circulation system including road alignments of streets, alleys, parking, pedestrian walkways and linkages both within and outside the district.
 - d. A diagram showing development parcels, maximum unit densities, site ingress and egress, and relationship of development to public amenities, public facilities, and/or open site areas
 - e. A section showing the relationship of the buildings, public spaces and the street edge to adjacent properties
 - f. General utility plan
 - g. Interface with adjacent neighborhood

INFORMATION REQUIRED ON SITE PLAN:

- 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 FOR TOPOGRAPHIC SURVEY:

- 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 FOR IRRIGATION/DITCH INFORMATION FORM:

- Location and ownership of irrigation canal/irrigation ditches that runs through the property or along property lines

INFORMATION FOR NATURAL HAZARD AND RESOURCES ANALYSIS:

- 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 identified 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 PRELIMINARY TITLE REPORT:

- Document confirming property has been purchased contingent to approvals by city and other agencies
- Document should confirm if there are liens on property and if there are other issues with title
- Document typically generated by lender or title company

INFORMATION FOR DEDICATIONS AND EASEMENTS:

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

INFORMATION FOR WILL SERVE LETTER:

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

INFORMATION FOR LEGAL DESCRIPTION:

- A document legally describing the property, accompanied by a map thereof.

SPECIFIC AREA PLAN ORDINANCE:

- A document that is comprehensive enough to adequately guide the development or redevelopment of a property to achieve the vision of the proposed SAP district that identifies:
 - a. The Master Plan;
 - b. Setbacks, setback exceptions, lot coverage, and height;
 - c. Density;
 - d. Street cross section design(s);
 - e. Uses that are permitted, conditionally permitted, and prohibited. If any uses are different than section [8-7A-1](#) defined uses, the definition of such uses shall be provided.
 - f. Design criteria that is not intended to repeat the standards of Garden City Code 8-4, including but not limited to:
 - i. Parking and off-street loading provisions required number and allowable sizes; and
 - ii. Design criteria including but not limited to:
 - (1) Architectural guidelines;
 - (2) Transportation and connectivity;
 - (3) Sign provisions;
 - (4) Landscaping and tree protection; and
 - (5) Open space.

INFORMATION FOR NEIGHBORHOOD MEETING VERIFICATION:

- 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 PROPERTY POSTING AND PHOTOS (TO BE SUBMITTED AFTER CITY HAS ACCEPTED THE APPLICATION):

- A signed affidavit affirming that the required sign has been posted on the property ten (10) days before the hearing

- Photos (digital or print) of posted sign
- Photos of posted sign must be clear enough to read the text

Disclaimer Clause: X Denotes application information that may be waived depending on the nature of the request” found under Table 8-6A-2 “Required Application Information.”