



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

Planning & Zoning Public Hearing: _____
City Council Public Hearing: _____

*Dates for public hearing or Council consideration will not
be scheduled until application is deemed complete.*

APPLICATION FOR PLANNED UNIT DEVELOPMENT OR AMENDMENT

Filing Fee: \$672.00 + \$1.50 per required notice (2 mailings required) = _____ Receipt #: _____
Date: _____

Applicant:

Representative:

Name/Firm

Name/Firm

Mailing address

Mailing address

Phone (work/cell/home)

Phone (work/cell/home)

Project Information:

Zoning Designation(s): _____

Land Use Designation(s): _____

Site Location: _____

Legal Description (attach documentation—see C, below): _____

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION TO BE COMPLETE

Complete applications for a planned unit development permit must be submitted to the Planning and Development Services Department by the established deadlines with the requested information.

- A. All necessary filing fees and other specified plans and descriptions must be paid and/or filed accompanying your application.
- B. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.
- C. The complete and accurate legal description for the subject property shall be submitted. This can be obtained from the Bannock County Assessor by requesting a copy of the controlling document for the subject site or address.
- D. **Two sets of typed**, gummed mailing labels with all of the names and addresses of the property owners within a 300 foot radius of the subject property. A charge of \$1.50 per required notice will be assessed (two notices will be sent). A signed Affidavit of Mailing List must also be submitted (attached).
- E. A narrative that describes in detail the proposed planned unit development (i.e., unit type, quantity, etc.) and specifically addresses how the proposed development is consistent with the goals and objectives of the City's Comprehensive Plan, with particular attention to the environment in which it is to be placed.
- F. Thirteen (13) copies of a site plan, drawn to scale (no smaller than one [1] inch equals fifty [50] feet), and an 8 ½" x 11' reduction which contains the following information:
 - 1. Location of all proposed land uses including the number of dwelling units and/or the number and type of non-residential buildings and square footage;
 - 2. Proposed setbacks for all structures including accessory buildings;

3. Off-street parking facilities including all parking spaces, loading spaces, circulation areas, and fire access lanes;
 4. Location of all retaining walls, sidewalks, and bikeways;
 5. Location of all proposed curb cuts, other than for single-family detached units;
 6. Proposed lighting (if other than standard city lighting) as well as the location, height, and size of proposed signage;
 7. Location of all common areas, proposed recreation areas, and designated open space;
 8. Location of all proposed lot lines;
 9. Information of immediately adjacent property, including zoning and street names;
 10. Proposed traffic circulation patterns;
 11. Utility system layout including location and type of proposed water transmission & sewage transmission, and disposal systems as well as dumpster locations along with any necessary utility, drainage, or access easements;
 12. Name, location, width, and proposed improvements of public and private streets;
 13. Topography at a maximum of five (5)-foot contour intervals with special identification of those areas with slopes which are greater than two to one;
 14. Storm water calculations and layout of the storm water system.
- G. Thirteen (13) copies of a landscape plan which contains the following information:
1. Plant massing (location and general type of trees, shrubs, sodded or seeded areas, streams, ponds, and berms);
 2. Calculations of square footage of landscaped areas and total numbers of trees.
- H. Three (3) sets of building plans to include building elevations showing proposed building heights, and, at a minimum, a statement regarding type and color of building materials with emphasis on architectural design and aesthetic value. Color renderings of building materials and colors are strongly recommended.
- I. Maintenance and ownership agreements for common open space, structures, and facilities, private streets, drainage, and utility easements.
- J. If the P.U.D. is to be developed in phases, a development schedule and an 8 ½" x 11" or 11" x 17" map indicating the "phase locations" indicating the proposed sequence of development phases and individual landscaping plans for each phase must be submitted.
- K. Any other information requested by the P&Z Commission or P&DS staff deemed pertinent to the review of the development plan.
- L. If a representative will be submitting the application, an affidavit, power of attorney, or other document evidencing the right of the representative to appear and submit items on behalf of the property owner.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information, including all submitted materials, is correct and I agree to the above terms and conditions. I further agree to abide by any and all conditions the City Council may impose on my use of this site. I also understand that non-conformance with these conditions in a timely manner will result in automatic forfeiture of my permit. I am also aware that the applicant or a representative must be present at the public hearing and that the decision on this request will be recorded in the official records of Bannock County.

Upon receipt of a P.U.D. permit, should it be necessary, the applicant will follow the final plan procedures as required in the City's Subdivision Code. In addition to verifying the accuracy of the materials submitted with this application, the signature below further signifies the applicant's understanding that a planned unit development must remain in "one ownership or under singular management control through the entire planning and development stage to ensure that the development can be accomplished as planned." (MC17.02.150)

Signature of Applicant: _____

*** A sign giving public notice will be posted at the proposed site during the course of these proceedings.**



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

AFFIDAVIT OF MAILING LIST

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners of record located within 300 feet of the boundaries of the project site and \$3.00 fee per label. The list shall be based on the most current equalized assessment rolls of County of Bannock. This list and fee will be used to send two (2) notices of public hearings required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and addresses are set forth on the latest equalized assessment rolls of the County of Bannock.
4. The foregoing is true under penalty of perjury.

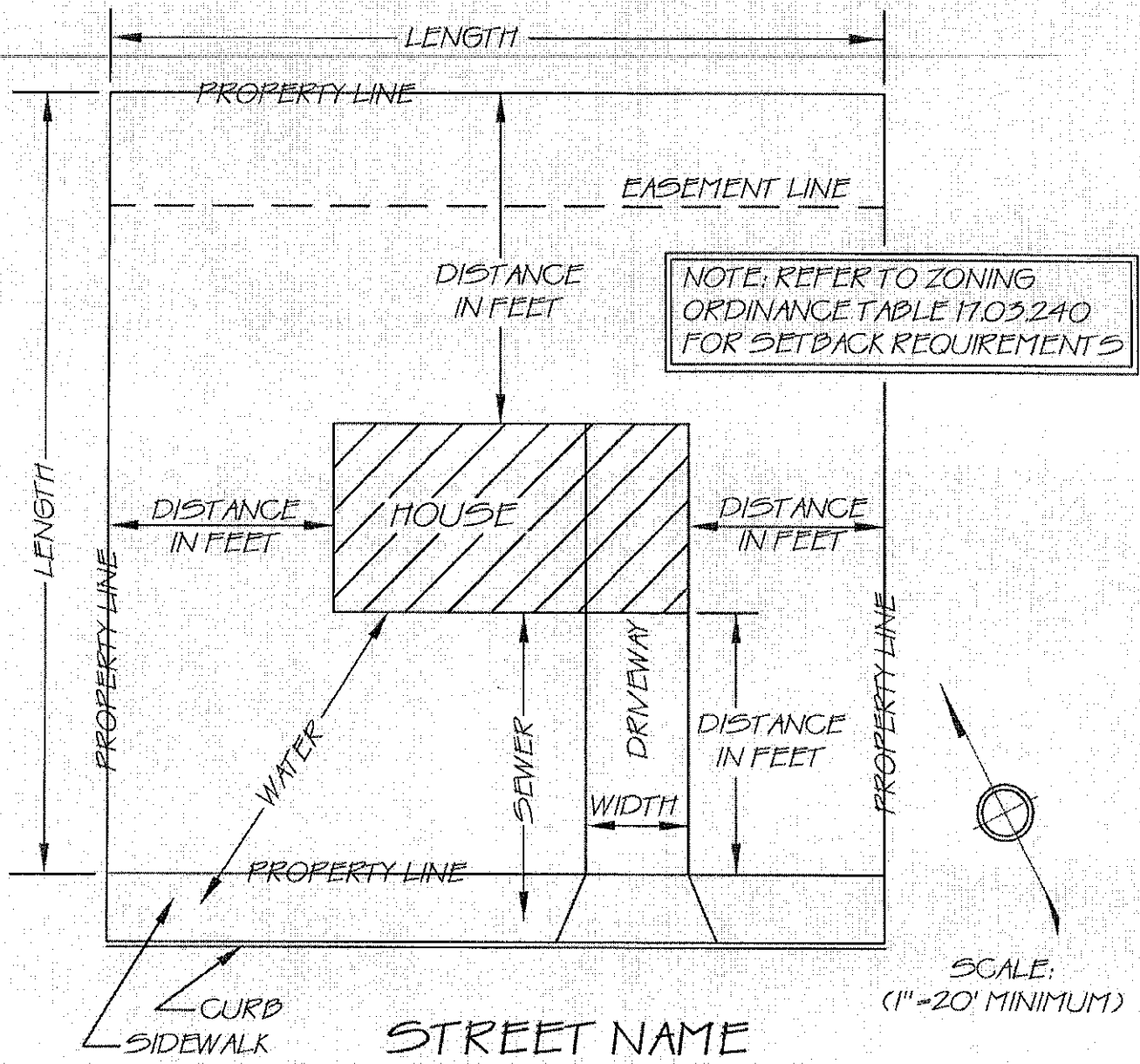
Date: _____

Signature

Name (please print)

Mailing Address

SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

LEGAL DESCRIPTION: LOT#, BLOCK#, SUBDIVISION NAME OR ATTACH LONG LEGAL DESCRIPTION

CONTRACTOR: ABC CONTRACTORS



COMMERCIAL SITE PLAN REVIEW
AND RESIDENTIAL
MULTI-FAMILY (3-PLEX AND GREATER) PLAN REVIEW

1. Developer is required to submit two (2) sets of plans to the Building Department, together with a bidder's list and a tentative timeline. Building Department attaches status review sheet and sends notice to appropriate City departments and franchise utilities that plans are received for review. These departments are required to mark-up **BOTH SETS** of the plans in the Building Department by the date required and to initial, with comments, the attached status sheet.
2. Plans are reviewed at the next regular meeting of the Site Plan Review Committee.
3. Of the two (2) sets of marked-up plans, one (1) set is returned to the developer, the other is retained in the Building Department, along with the review status sheet. The developer shall be required to make noted changes and to submit two (2) sets of revised plans to the Building Department, together with a revised timeline, if necessary. It shall be the developer's responsibility to either comply with conditions required or to obtain a waiver through the appropriate department. Departmental waivers shall be submitted in writing to the Building Department or shall be clearly noted on the plans and/or status sheet - what is being waived, why, and by whom it was authorized.

Please note: ten (10) days shall be required for plan review by the City each time plans are resubmitted.

4. Developer submits two (2) sets of revised or amended plans to the Building Department.
5. The Building Department shall review amended plans to ensure compliance with the marked-up set previously submitted and reviewed. Discrepancies will be noted by the Building Department to the developer. Revised plans must be resubmitted in quantities of two (2) until all requirements are correctly shown on the plans.
6. Once plans are approved, the developer is issued a building permit by the Building Department. Conditions established on the plans shall also be considered conditions of the building permit.
7. Developer proceeds. Developer requests a Certificate of Occupancy a minimum of five (5) working days in advance of need from the Building Department. Building Departments shall request inspections of site/building by appropriate departments (i.e., those having conditions listed as part of the building permit). A Certificate of Occupancy shall not be issued unless all requirements of the building permit are met and the development passes inspection, or unless an infrastructure guarantee contract, with security, is executed between the building permittee and the City. In the case of the latter, a temporary Certificate of Occupancy may be issued.

EXCAVATION/GRADING PRIOR TO BUILDING PERMIT STANDARDS

The City of Pocatello's Site/Subdivision Review Committee may allow excavations prior to the issuance of a building permit when the following conditions are met or agreed to by the applicant:

1. Submittal and approval of grading plans are required prior to work beginning on site. The City's Site/Subdivision Plan Review Committee may waive the grading plan requirement.
2. A completed application for a building permit is required.
3. Applicants have 180 days from the time excavation/grading begins to obtain a building permit and initiate construction. If a building permit is not issued and if construction has not begun within this time period, the site must be restored to its original condition. The City may initiate code enforcement proceedings if it is not.
4. Excavation/grading standards found in the Uniform Building Code shall apply in addition to any conditions established by the Site/Subdivision Plan Review Committee. Under no circumstances will a Certificate of Occupancy be issued until all standards and conditions have been met.
5. Excavation/grading work begun prior to the issuance of the building permit is at the risk of the applicant and shall require a performance guarantee in an amount sufficient to the costs of restoring the site.



POCATELLO FIRE DEPARTMENT

408 E. Whitman
Pocatello, Idaho 83201-6450
(208) 234-6201 • Fax: (208) 233-4043
Ambulance Service: (208) 234-6200
Ben Estes, Fire Chief



Fire Prevention Bureau

Policy

Date: January 15, 2003

To: Building Department
Plumbing Contractors
Fire Sprinkler Contractors

From: Roger Sears, Division Chief/Fire Marshal

Re: Private Fire Service Mains and Appurtenances

Idaho Code 41-254 #7 gives control of single service integrated fire sprinkler systems to the State Fire Marshal, thus also to the local fire department. Idaho Code (plumbing law) 54-2604 #3, states: "A plumbing system does not include a single service integrated fire sprinkler system as defined in section 41-254, Idaho Code". Contractors installing the underground piping systems must be either licensed by the state as a sprinkler system installer, or a subcontractor of the sprinkler system installer.

A "single service integrated fire sprinkler system" is defined as an integrated system of underground and overhead piping, valves and sprinklers used exclusively for fire protection purposes and designed in accordance with fire protection engineering standards, including the International Fire Code, beginning with the first connection to a public water system regardless of the location of the back flow prevention device. This system begins where the water flow is totally dedicated for the fire protection system. It may include a looped main around a building that includes hydrants and sprinkler connections. If there is a tap in the private fire main for the plumbing system, the private main up to that point is not considered a single service integrated fire sprinkler system since the piping up to that point is not used exclusively for fire protection purposes.

Any private water main used to supply water to a single service integrated fire sprinkler system whether tapped for plumbing systems or not is required to be installed, flushed and tested in accordance with NFPA 24 Standard for the Installation of Private Fire Service Mains and Their Appurtenances. Plumbers and fire sprinkler system contractors will need to work together to ensure that combination private mains are installed, flushed and tested in accordance with NFPA 24, NFPA 13, and NFPA 13D, and any other plumbing codes applicable to domestic systems. Failure to do so may cause the City to prevent the water from being turned on for either use. Plumbers involved in the installation of combination systems are advised to obtain a copy of NFPA 24, NFPA 13 and NFPA 13D, and become familiar with the installation, flushing and testing requirements therein; see also attached "Testing of Fire Protection System Installations" document.

Before asking the Pocatello Fire Department for final approval of a private fire service main, the installing contractor shall furnish a Contractor's Material and Test Certificate countersigned by the property owner or representative, and proof of a current certified backflow prevention device installation inspection. An example of a typical certificate is attached to this policy.

TESTING OF FIRE PROTECTION SYSTEM INSTALLATIONS

Sprinkler systems must be installed by a state licensed fire protection sprinkler contractor. This includes both the underground piping used exclusively for connecting the system to the water supply mains, as well as the network of overhead piping and sprinkler heads. The fact that this underground supply line is considered part of the sprinkler system by state regulations has been a source of confusion in the past. Please be aware of it when hiring a contractor. A copy of the state regulations can be obtained from the Pocatello Fire Prevention Bureau.

System acceptance needs to be proceeded with proper testing of the system to ensure that the basic elements of NFPA 13, NFPA 13D, and NFPA 24 have been satisfied and that the work was completed in an acceptable manner, and the backflow prevention device has been inspected and tagged by a certified inspector. These various tests are the responsibility of the installing contractor. The contractor needs to be familiar with the acceptance tests as outlined in NFPA 13: Chapter 16 and NFPA 24: Chapter 10.

The installing contractor shall:

- a. Notify the Authority Having Jurisdiction (Pocatello Fire Department) AND Owner's representative of the time and date testing will be performed.
- b. Perform all required acceptance tests.
- c. Complete and sign the appropriate Contractor's Material and Test Certificate(s).

The Pocatello Fire Department will sign on the test certificate as a witness to the test. Upon written request from the owner, the Pocatello Fire Department will serve as the owner's representative and sign on the test certificate under that designation.

One problem that we have encountered with contractors flushing underground sprinkler supply lines is the failure to use an adequate volume of water. Satisfactory results can be obtained by:

- a. The maximum flow rate available to the system under fire conditions.
- b. The hydraulically calculated water demand rate of the system including any hose requirements.
- c. That flow necessary to provide a velocity of 10 feet per second.

Pipe size (in.)	Flow rate (gpm)
4	390
6	880
8	1560
10	2440

Another problem that we have encountered is contractors burying the underground supply line before a hydrostatic test is performed. NFPA 24 specifies that pipe joints should be exposed during the test, with backfill between joints to prevent pipe movement. Failure to leave pipe joints exposed during testing will result in a necessity to re-expose the pipe, if leakage exceeds that allowed in NPFA 24, 10.10.2.2.4 (two quarts per hour, per 100 gaskets or joints).

Contractor's Material and Test Certificate for Private Fire Service Mains

PROCEDURE

Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractor. It is understood the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

PROPERTY NAME	DATE
---------------	------

PROPERTY ADDRESS

PLANS	ACCEPTED BY APPROVING AUTHORITIES (NAMES)		
	ADDRESS		
	INSTALLATION CONFORMS TO ACCEPTED PLANS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	EQUIPMENT USED IS APPROVED IF NO, STATE DEVIATIONS	<input type="checkbox"/> YES	<input type="checkbox"/> NO

INSTRUCTIONS	HAS PERSON IN CHARGE OF FIRE EQUIPMENT BEEN INSTRUCTED AS TO LOCATION OF CONTROL VALVES AND CARE AND MAINTENANCE OF THIS NEW EQUIPMENT? IF NO, EXPLAIN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HAVE COPIES OF APPROPRIATE INSTRUCTIONS AND CARE AND MAINTENANCE CHARTS BEEN LEFT ON PREMISES? IF NO, EXPLAIN	<input type="checkbox"/> YES	<input type="checkbox"/> NO

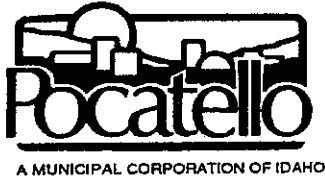
LOCATION	SUPPLIES BUILDINGS
-----------------	--------------------

PIPES AND JOINTS	PIPE TYPES AND CLASS	TYPE JOINT		
	PIPE CONFORMS TO _____ STANDARD	_____ STANDARD	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	FITTINGS CONFORM TO _____ STANDARD IF NO, EXPLAIN	_____ STANDARD	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	BURIED JOINTS NEEDING ANCHORAGE CLAMPED, STRAPPED, OR BLOCKED IN ACCORDANCE WITH _____ STANDARD IF NO, EXPLAIN		<input type="checkbox"/> YES	<input type="checkbox"/> NO

TEST DESCRIPTION	<p>FLUSHING: Flow the required rate until water is clear as indicated by no collection of foreign material in burlap bags at outlets such as hydrants and blow-offs. Flush at flows not less than 390 GPM (1476 L/min) for 4-inch pipe, 610 GPM (2309 L/min) for 5-inch pipe, 860 GPM (3331 L/min) for 6-inch pipe, 1560 GPM (5905 L/min) for 8-inch pipe, 2440 GPM (9235 L/min) for 10-inch pipe, and 3520 GPM (13323 L/min) for 12-inch pipe. When supply cannot produce stipulated flow rates, obtain maximum available.</p> <p>HYDROSTATIC: Hydrostatic tests shall be made at not less than 200 psi (13.8 bars) for two hours or 50 psi (3.4 bars) above static pressure in excess of 150 psi (10.3 bars) for two hours.</p> <p>LEAKAGE: New pipe laid with rubber gasketed joints shall, if the workmanship is satisfactory, have little or no leakage at the joints. The amount of leakage at the joints shall not exceed 2 qts. per hr. (1.89 L/h) per 100 joints irrespective of pipe diameter. The amount of allowable leakage specified above may be increased by 1 fl oz per in. valve diameter per hr. (30 mL/25 mm/h) for each metal seated valve isolating the test section. If dry barrel hydrants are tested with the main valve open, so the hydrants are under pressure, an additional 5 oz per minute (150 mL/min) leakage is permitted for each hydrant.</p>
-------------------------	--

FLUSHING TESTS	NEW PIPING FLUSHED ACCORDING TO _____ STANDARD	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	BY (COMPANY) IF NO, EXPLAIN		
	HOW FLUSHING FLOW WAS OBTAINED <input type="checkbox"/> PUBLIC WATER <input type="checkbox"/> TANK OR RESERVOIR <input type="checkbox"/> FIRE PUMP	THROUGH WHAT TYPE OPENING <input type="checkbox"/> HYDRANT BUTT <input type="checkbox"/> OPEN PIPE	
	LEAD-INS FLUSHED ACCORDING TO _____ STANDARD	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	BY (COMPANY) IF NO, EXPLAIN		
	HOW FLUSHING FLOW WAS OBTAINED <input type="checkbox"/> PUBLIC WATER <input type="checkbox"/> TANK OR RESERVOIR <input type="checkbox"/> FIRE PUMP	THROUGH WHAT TYPE OPENING <input type="checkbox"/> Y CONN. TO FLANGE & SPIGOT <input type="checkbox"/> OPEN PIPE	

HYDROSTATIC TEST	ALL NEW PIPING HYDROSTATICALLY TESTED AT _____ PSI FOR _____ HOURS		BURIED JOINTS COVERED <input type="checkbox"/> YES <input type="checkbox"/> NO
LEAKAGE TEST	TOTAL AMOUNT OF LEAKAGE MEASURED _____ GALS. _____ HOURS		NO LEAKAGE ALLOWED FOR VISIBLE JOINTS
	ALLOWABLE LEAKAGE (BURIED) _____ GALS. _____ HOURS		NO LEAKAGE ALLOWED FOR VISIBLE JOINTS
HYDRANTS	NUMBER INSTALLED _____	TYPE AND MAKE _____	ALL OPERATE SATISFACTORILY <input type="checkbox"/> YES <input type="checkbox"/> NO
CONTROL VALVES	WATER CONTROL VALVES LEFT WIDE OPEN IF NO. STATE REASON _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
	HOSE THREADS OF FIRE DEPARTMENT CONNECTIONS AND HYDRANTS INTERCHANGEABLE WITH THOSE OF FIRE DEPARTMENT ANSWERING ALARM		<input type="checkbox"/> YES <input type="checkbox"/> NO
REMARKS	DATE LEFT IN SERVICE _____		
	ADDITIONAL COMMENTS: _____		
SIGNATURES	NAME OF INSTALLING CONTRACTOR _____		
	TESTS WITNESSED BY		
	FOR PROPERTY OWNER (SIGNED)	TITLE	DATE
	FOR INSTALLING CONTRACTOR (SIGNED)	TITLE	DATE
ADDITIONAL EXPLANATION AND NOTES			



SANITATION DEPARTMENT

P.O. Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208) 234-6192 FAX (208) 234-6296

REQUIREMENTS FOR CONTAINER LOCATIONS

1. The Sanitation Department must approve location of the container.
2. **NO** enclosures or fences will be constructed without approval of the Sanitation Department. If an enclosure is approved, 12" wide flat steel will be attached to the enclosure to prevent damage to the front and interior. The top of the steel will be 55" from the pad.
3. 4" thick (minimum) cement pad - city mix.
4. 12' wide X 10' for one container, 18' wide X 10' deep for two.
5. The entire width of the pad is to be flush with the pavement.
6. There are to be **NO** ramps or any obstructions that would impede the movement of the container back and forth onto the pad.
7. Pads will have no more than 1% slope to the rear to allow for drainage and to help keep the container on the pad.
8. Curbing will be utilized to prevent the container from rolling off the back or sides of the pad. The curb will be installed so that the finished area of the pad meets requirement #4.
9. We will not approve gates of any type.

If you have any questions, please call the Sanitation Department at

234 - 6192 or 234 - 6249

PRESENTING INFORMATION TO THE PLANNING AND ZONING COMMISSION

A FEW POINTERS TO HELP YOU MAKE YOUR CASE...

The Planning and Zoning Commission, or P & Z Commission, is a citizen advisory board to the City Council. The P & Z Commission is charged with making reviews and recommendations in matters of community planning and the use of public and private land, including requests on many different land use issues, such as subdivisions, open space factor changes, rezoning of property, annexation of land into the City, and planned unit developments. In analyzing these requests, the P & Z Commission considers a variety of issues ranging from the physical layout of a proposed development, to landscaping, drainage retention, parking, etc. The P & Z Commission also considers the impact of the proposed use on surrounding lands and land uses.

You were required to submit plans and drawings as part of your application which detailed the various aspects of your proposal, its layout, and its impacts, if any, on adjoining lands. While the P & Z Commission receives copies of this information, the following items may help you present your application in the most favorable light, as well as assisting the P & Z Commission in making the best possible recommendation to the City Council.

1. Color renderings of any and all of site drawing/plans. Where architectural compatibility is an issue, color and construction samples may be required (e.g., for planned unit developments). Large plans (18" x 24" at least) for display, as well as smaller (8 ½" x 11") for each Commission member would be helpful.
2. Map(s) of your project site that include the surrounding area. Large maps (18" x 24" at least) for display, as well as smaller (8 ½" x 11") for each Commission member would be helpful.
3. Overhead projections or power point presentations of selected items or ideas.
4. Photographs of the site and surrounding area.

Some audio-visual equipment including a projector and screen may be available to assist you in your presentation to the Commission meetings. Contact the Planning and Development Department at least 24 hours prior to the hearing/meeting for assistance with this or other items.

Please note that for presentations in a public hearing, all materials displayed or used during the presentation become part of the public record and are retained by the City. Also, applicants planning to utilize an attorney during their presentation before the P & Z Commission are requested to notify the City of that fact in advance of the meeting.

Regular meetings of the P & Z Commission are open to the public are taped live on the City's public access channel. Because of this, when you are addressing the Commission, you should:

1. Speak directly into the microphone
2. Do not engage in conversation with the public. Address the Commission only.
3. Adhere to all protocols which have been or may be established by the P & Z Commission in their efforts to manage the meeting.