



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

**PLANNED UNIT DEVELOPMENT OR AMENDMENT APPLICATION**

Submittal date: \_\_\_\_\_ PZC Hearing: \_\_\_\_\_ Application #: \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Council Hearing: \_\_\_\_\_ Receipt Date: \_\_\_\_\_

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

Filing Fee: \$690.00 + (( \_\_\_\_\_ addresses X \$3.00) = \$ \_\_\_\_\_ ) = Total Due \$ \_\_\_\_\_

**Applicant:**

**Representative:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Street address: \_\_\_\_\_ Street address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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



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### AFFIDAVIT OF MAILING LIST - PLANNED UNIT DEVELOPMENT

1. The undersigned is the applicant or authorized representative of 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 with mailing addresses located within 300 feet of the boundaries of the project site and \$3.00 fee per address. The list shall be based on the most current equalized assessment rolls at the Bannock County Assessor's Office.\* This list and fee will be used to send two (2) notices of public hearing required to process the application.
3. This is to certify that the persons named, together with their mailing 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 mailing addresses are set forth on the latest equalized assessment rolls at the Bannock County Assessor's Office.
4. The foregoing is true under penalty of perjury.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

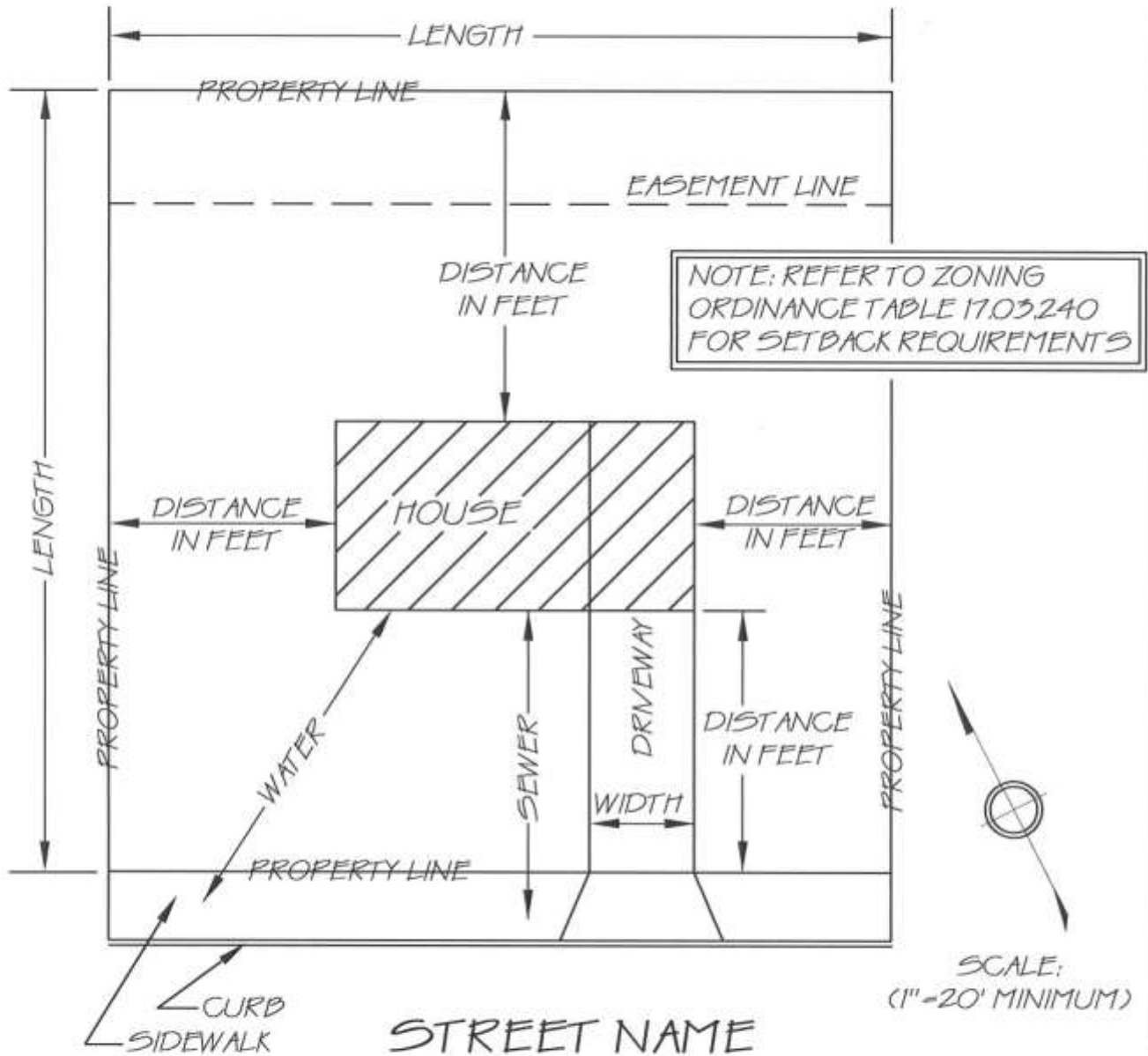
Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\* To ensure proper noticing, Bannock County Assessor records, rather than information from the online parcel map, must be used.

# SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

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

CONTRACTOR: ABC CONTRACTORS

