



FINAL PLANNED UNIT DEVELOPMENT CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

Planned Unit Developments (PUDs) provide greater flexibility in land use and encourage greater design creativity than is generally allowed under conventional standards and development approaches. PUDs may incorporate a variety of residential and land use types and contain both individual building sites and common property. PUDs are planned and developed as a functional unit or neighborhood. Due to their complexity, a Preliminary PUD is required to establish the overall requirements of the project and a Final PUD is required to establish various project timelines and can be processed concurrently with the first subdivision application.

CHECKLIST: A request is made by submitting the following:

- Final Development Plan – Stamped by an Idaho Licensed PE/PLS
- Phasing Plan - A development schedule for all phases, including the following:
 - Building and common area improvements;
 - Tabulation of the number of acres in the proposed project for the various uses;
 - The number of housing units proposed by type;
 - What the various uses are;
 - Requirements for height, open space, building density, and parking areas;
 - Development density;
 - Design principles and streetscapes, if applicable;
 - Public improvements proposed for each phase of the development
- Site Plan showing building footprints, various functional use areas and their relationship, and circulation plans and patterns.
- Preliminary building plans, including floor plans and exterior elevations, when the applicant has proposed an exception from the standard zoning district regulations or other ordinances governing development.
- Landscape Plans
- Deed restrictions, protective covenants, and other legal documents used to control the use, development, maintenance of the land and improvements, thereon, including those areas commonly owned and maintained.
- Items required by Conditions of Approval of Preliminary PUD
- Most recently recorded deed(s)
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- Title Report
- Legal description of the property (Word Format)
- A narrative describing the existing and proposed use of the site; including proposed zone map designation.
- A vicinity map at a readable scale showing:
 - General vicinity of the subject property
 - Property boundaries
 - Adjacent streets
 - Existing zoning and requested zoning (if a change in underlying zoning is also being requested)
 - Location related to existing schools and other community facilities and services
 - Other items as deemed appropriate by the Community Development Director

NOTE:

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees, where applicable.*
2. *Upon approval in principle by the City Council of the preliminary development plan, an application for approval of the final development plan may be submitted by the property owner(s)*
3. *IF the PUD involves a subdivision, then an application for a preliminary plat shall be submitted concurrently with the Final PUD application with all of the requirements as identified under the Subdivision Preliminary Plat.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select “Apply for a Planning, Zoning, or Engineering Process”.

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose PUD - Final, enter work description, zoning/rezoning, usage, parcel/land details, and new subdivision name.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.