



PRELIMINARY 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:

- Legal Description of the property (Word Format)
- Most recently recorded deed(s)
- Description of Existing Uses
- Zoning Districts for Project Site
- A vicinity map at a readable scale, showing property lines, streets, existing and proposed zoning, and other such requirements as the City may deem necessary to demonstrate the project's applicability to the Standards of Approval and show the relationship of the proposed PUD to the Comprehensive Plan and to existing schools and other community facilities and services.
- Preliminary PUD Development Plan - The preliminary development plan shall be prepared by an engineer or surveyor licensed in the State of Idaho, drawn to a 1" = 40' scale and overall site plan to fit on one 11" x 17" sheet showing:
 - Topography at one foot intervals;
 - Location and type of all land uses;
 - Layout, dimensions, and names of existing and proposed streets;
 - Existing and proposed right-of-way;
 - Utility easements;
 - Common open space, parks, pedestrian pathways, recreational facilities, and other community spaces; and
 - Preliminary improvement drawings showing water, sewer, drainage, electricity, telephone and natural gas, and other such characteristics as the planner deems necessary.
- Phasing Plan
- Documentation to meet Hayden City Code 11-6-5(B)(1)(j)
- Letter of authorization from the owner of record, if different from applicant
- 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
- A narrative describing the project to include (but not limited to): listing all requested exceptions to zone requirements and justifications for such (i.e. setbacks, minimum lot size, secondary uses, etc.); proposed density; identify qualifying factors for density bonuses, if requested; areas dedicated to the public and/or homeowner and for what purpose; the objectives achieved by the proposed PUD; and an explanation of why it will be in the public interest.

NOTES:

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. *If the Annexation request is approved, an **ADDITIONAL** fee shall be **REQUIRED** for the Annexation Agreement and post processing prior to recordation of the Annexation Ordinance.*

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 – Preliminary, enter work description, new subdivision, and zoning/rezoning and usage details.

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.