

# CITY OF CLARK FORK

## PLANNED UNIT DEVELOPMENT (PUD) APPLICATION PROCEDURES

1. Schedule preliminary meeting with the City Staff to review plans.
2. Obtain and complete a PUD application.
3. Provide the following with the completed application:
  - Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
  - Project Narrative:** Submit a narrative describing the proposed development compatibility with other adjacent property. Also include a discussion of the relationship of the proposed development to the Comprehensive Plan and why, in the developer's opinion, the development would be in the public interest.
  - Blue-Line Copy of Proposal:** Provide nine (9) blue-line copies of the preliminary proposal from the surveyor. In addition, please provide one (1) 8 1/2 x 11" map of the area and at least two (2) digital or hard copy pictures of the area from at least two different angles/views.
  - Address Labels:** Provide two sets of names and addresses, printed on self-adhesive mailing labels, of the applicant, project surveyor/engineer, landowner and all owners of real property, any part of which is located within 300 feet of the exterior boundaries of the subject property.
  - Radius Map:** Provide a radius map depicting a three hundred-foot (300') radius around the perimeter of the subject parcel, identifying all parcels subject to notice.
  - Dedication:** The developer must furnish to the City an effective dedication of all streets and other spaces to be dedicated, and of all easements provided by the development plan.
  - Application Fee and Deposit:** Refer to fee schedule on attached application. *Any additional fees associated with plat review by agencies other than the City are also the responsibility of the applicant.*

# CITY OF CLARK FORK

## PLANNED UNIT DEVELOPMENT APPLICATION

### Applicant Information

Applicant's Name: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

### Surveyor Information

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

Surveyor: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

### Project Information

Proposed Development Name: \_\_\_\_\_

Legal Description of Site: Addition \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Range \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Total Size of Parcel \_\_\_\_\_

Number of Lots (Existing) \_\_\_\_\_ Proposed: \_\_\_\_\_

Smallest Lot Size \_\_\_\_\_ Largest Lot Size \_\_\_\_\_

Current Zoning:       HC       NC       LI       SFR

Comprehensive Plan Designation:

Small Lot Residential       Small Lot Residential       Mixed Use

What Zones border the project site?

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

**Utility Information**

Power will be provided by:

- Avista Utilities
- Northern Lights, Inc.

Sewage disposal will be provided by:

- Existing community system
- Individual system

Water will be supplied by:

- Existing public or community system
- Individual Well

**Site Information**

Provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.:

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2. Water courses (springs, streams, rivers, etc.):

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3. Existing structures (size & use):

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4. Land cover (timber, pasture, etc.):

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5. Other pertinent information:

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Note: The City Staff may request additional information in specific circumstances in order to assist the City Council in reviewing this request.

Written approval from the agencies indicated below **must** accompany this application in order to be considered by the City Council:

- Idaho Dept of Transportation
- Panhandle Health District
- Idaho Department of Lands
- Bonner County School District
- Idaho Div. of Environmental Quality
- Idaho State Historical Society
- Other
- U.S. Forest Service
- U.S. Army Corp of Engineers
- U.S. Soil Conservation Service
- U.S. Fish & Wildlife
- Idaho Dept. of Water Resources
- Idaho Dept. of Fish & Game

**FEE SCHEDULE**

Subdivision application fees are base upon the number of proposed lots:

Planned Unit Development	Application Fee	Size
Preliminary Plan Review	1,000.00	< 2 acres
Residential	\$1,000 + \$ 725.00	2-5 acres
“ “	\$1,000 + \$1,250.00	5+ -10 acres
“ “	\$1,000 + \$1,725.00	10+ - 20 acres
“ “	\$1,000 + \$2,175.00	20+ acres
Mixed Residential and Commercial	\$1,000 + \$2,175.00	2-5 acres
	\$1,000 + \$2,400.00	5-10 acres
“ “	\$1,000 + \$2,600.00	10+ acres

If a previously approved application must be heard again due to an omission on the address labels or misinformation provided by the applicant, a fee of \$150.00 will be assessed.

The date of the City Council hearing will be established by the City Council upon acceptance of a **complete** application. An application will be considered complete when all of the requested information has been submitted.

I am the sole owner of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **PLANNED UNIT DEVELOPMENT**

**PURPOSE:** To guide a major development of land and construction by encouraging planned unit development (PUD) so as to achieve the following:

- A. A maximum choice of living environments by allowing a variety of housing and building types and permitting an increased density per acre and a reduction in lot dimensions, yards, building setbacks and area requirements.
- B. A more useful pattern of open space and recreation areas and, if permitted as part of the project, more convenience in the location of neighborhood commercial uses, recreational uses and services.
- C. A development pattern which preserves and utilizes natural topography and geologic features, scenic vistas, trees and other vegetation, and prevents the disruption of natural drainage patterns.
- D. A more efficient use of land than is generally achieved through conventional development, thus resulting in substantial savings through shorter utilities and streets.
- E. A development pattern in harmony with land use density, transportation facilities and community facilities objectives of the Comprehensive Plan.

### **PROVISIONS GOVERNING PLANNED UNIT DEVELOPMENTS:**

**MINIMUM AREA:** A planned unit development for the following principal uses shall contain an area of not less than:

- A. Two (2) acres for residential development.
- B. Five (5) acres for residential use with subordinate neighborhood commercial or recreational uses.

### **PERFORMANCE STANDARDS:**

- A. The PUD shall be designed to be compatible with the surrounding area.
- B. There shall be a twenty-five foot (25') building line setback from all exterior boundaries of the property.
- C. All parking and driveways shall not be within ten feet (10') of the exterior boundaries.

**USES PERMITTED:** All uses that may be allowed within the land use district are permitted within a PUD. Also, up to 10 percent (10%) of the gross land area may be directed to neighborhood commercial, recreational, public and quasi-public uses that are not allowed within the land use district, provided there is a favorable finding by the City Council.

- A. That the uses are appropriate with the residential uses.
- B. That the uses are planned as an integral part of the PUD.
- C. That the uses be located and so designed as to provide direct access to a collector or an arterial

street without creating congestion or traffic hazards.

- D. That a minimum of fifty percent (50%) of the residential development occurs prior to the development of the related neighborhood commercial or recreational uses.

**OWNERSHIP REQUIREMENTS:** The PUD application shall be filed in the name or names of the recorded owner or owners of property included in the development. However, the application may be filed by the holder(s) of an equitable interest in such property. Before approval is granted to the final development plan, the entire project shall be under single ownership or control and legal title must be presented with the final development plan.

**COMMON OPEN SPACE:** A minimum of ten percent (10%) of the gross land area developed in any residential planned unit development project shall be reserved for common open space and recreational facilities for the residents or users of the area being developed.

**UTILITY REQUIREMENTS:** Fire hydrants, sidewalks, curbs, public safety signs and storm drainage shall be provided as required to adequately service the site. Underground utilities, including telephone and electrical systems, are required within the limits of all planned unit developments. All utilities should be placed behind the curb line.

**INCREASED RESIDENTIAL DENSITY:** To provide an incentive for quality PUD, the City Council may authorize an increased residential density, based on the single-family lot size for the zone, of up to thirty percent (30%) of the allowable number of dwelling units. Character, identity, architectural and siting variations incorporated in a development shall be considered cause for density increases, provided these factors make a substantial contribution to the objectives of the PUD, which are as follows:

- A Landscaping, a maximum increase of ten percent (10%); streetscape; open spaces and plazas; use of existing landscaping; pedestrian way treatment; and recreational areas.
- B. Siting, a maximum increase of ten percent (10%) visual focal points; use of existing physical features such as topography; view; sun and wind orientation; circulation pattern; physical environment; variation in building setbacks; and building groupings, such as clustering.
- C. Design features, a maximum increase of ten percent (10%); street sections; architectural styles; harmonious use of materials; parking areas broken by landscaping features; and varied use of housing types.

**ARRANGEMENT OF NEIGHBORHOOD COMMERCIAL AND RECREATIONAL USES:** When planned unit development districts may include neighborhood commercial and recreational uses, commercial buildings and establishments shall be planned as groups having common parking areas and common ingress and egress points in order to reduce the number of potential accident locations at intersections. Planning screens or fences will be provided on the perimeter of the commercial areas abutting residential areas.

The plan of the project shall provide for the integrated and harmonious design of buildings, and for adequate and properly arranged facilities for internal traffic circulation, landscaping, and such other features and facilities as may be necessary to make the project attractive and efficient from the standpoint of the adjoining and surrounding noncommercial areas.

All areas designed for future expansion or not intended for immediate improvement of development shall be landscaped or otherwise maintained in a neat orderly manner.

## **APPROVAL PROCEDURE:**

- A. **Submission of preliminary development plan:** When the PUD also qualifies as a subdivision, the processing of the PUD permit and subdivision application shall occur at the same time. The granting of a permit for a PUD shall require a pre-application, the submission of a preliminary development plan and approval by the City Council of a final development plan.
- B. **Pre-Application Meeting:** The developer shall meet with the City Staff prior to the submission of the preliminary development plan. The purpose of this meeting is to discuss early and informally the purpose of planned unit developments and to familiarize the developer with the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance and such other plans and ordinances as deemed appropriate.
- C. **Contents of Application for Approval of Preliminary Development Plan:** An application for preliminary PUD shall be filed with the City Clerk by a property owner or person having an equitable interest in the property for which the PUD is proposed. At a minimum, the application shall contain the following information:
1. Name, address and phone number of applicant(s).
  2. Name, address and phone number of registered surveyor, registered engineer and/or urban planner assisting in the preparation of the preliminary development plan.
  3. Legal description of property.
  4. Description of existing use.
  5. Zoning districts.
  6. A vicinity map at a scale approved by the City Staff, showing property lines, streets, existing and proposed zoning and such other items as City Council may require to show the relationship of the PUD to the Comprehensive Plan and to existing schools and other community facilities and services.
  7. A preliminary development plan at a scale approved by the City Staff showing topography at two foot (2') intervals; location and type of residential, neighborhood commercial and recreational land use; layout, dimensions and names of existing and proposed streets; rights of way; utility easements; parks and community spaces; layouts and dimensions of lots and building setback lines; preliminary improvement drawings showing water, fire hydrants, sidewalks, sewer, drainage, electricity, telephone and natural gas and such other characteristics as the City Staff and City Council deems necessary.
  8. Tentative landscaping plans and tentative architecture styles of buildings, showing elevations, interior layout, construction materials, and site orientation.
  9. Proposed schedule for the development of the site.
  10. Evidence that the applicant has sufficient control over the land in question to initiate the proposed development plans within two (2) years.

The application for preliminary PUD shall be accompanied by a written statement or narrative by the developer setting forth the reasons why, in the developer's opinion, the PUD would be in the public interest.

Upon submittal of a complete application, a public hearing in front of the City Council will be scheduled. Within thirty (30) days after the public hearing the City Council shall review the preliminary development plan to determine if it is consistent with the intent and purpose of Clark Fork City Zoning Ordinance; whether the proposed development advances the general welfare of the community and neighborhood and whether the benefits, combination of various land uses and the interrelationship with the land uses in the surrounding area justify the deviation from standard district regulations. The City Council's approval in principle of the preliminary development plan shall be necessary before an applicant may submit a final development plan.

**APPROVAL OF FINAL DEVELOPMENT PLAN:** Upon approval in principle of a preliminary development plan, an application for approval of the final development plan may be filed with the City Clerk by at least one property owner or person having a presently existing interest in the property for which the PUD is proposed. Each application shall be signed by the owner or lessee, attesting to the truth and exactness of all information supplied on the application for final development plan.

Within sixty (60) days after receipt of the final development plan, the Mayor shall give recommendations to the City Council that the final development plan be approved as presented, approved with supplementary conditions or disapproved.

Within sixty (60) days after receipt of the final recommendation of the Mayor; the City Council shall either approve, approve with supplemental conditions, or disapprove the application as presented.

**Appeals:** Rejection of the final development plan may be appealed within sixty (60) days to the City Council.