



Planning & Zoning Department

Planned Unit Development Checklist

Nonrefundable Fee: **\$1,500.00**

Staff Use Only		
Project Name: _____		
File Number: _____	Received date: _____	

Pre-application meetings are required prior to submittal of a PUD.

Pre-application meeting date: (____ / ____ / ____)

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the *Apply for a Planning Permit* link.

Applicant	Staff	Description
One copy of each of the following		
		One of the following; recorded warranty deed for the property, proof of option, or earnest money agreement.
		Signed & Notarized Affidavit of Legal Interest. Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
		A Professional Land Surveyor or Engineer verified <u>original legal description</u> of property. <ul style="list-style-type: none"> • If the legal description provided is not clean and legible, a retyped Microsoft Word formatted document must be submitted.
		A development plan that contains the following: location and type of land uses, location of parks and/or community open spaces, notation(s) regarding proposed ownership of streets (public or private), the pattern of public or private roads and pedestrian ways, the size and arrangement/ location of lots and structures, and any existing features of the development site.
		A landscape plan identifying materials and elements used in both private and common open spaces, spaces between rights of way, buildings, drives, and parking areas.
		Open space plan showing all requirements listed in NCC Section 10-26-5.A, <u>including the qualified open space calculation</u> .
		Preliminary building elevations renderings, pictures, etc.
		A copy of the sign in sheet and the mailed letter/notice from the neighborhood meeting held per the guidelines listed in NCC Section 10-2-2.B
		Deed restrictions, protective covenants and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon, including those areas which are to be commonly owned and maintained
		General outline of intended organizational structure related to property owners' association, deed restrictions and provisions of services.
		A detailed narrative describing the scope of work; to include a description of the design principles for buildings and streetscapes; tabulation of the number of acres in the residential population by type of housing; estimated nonresidential population; standards for height, open space, building density, parking areas, population density and public improvements proposed for each unit of the development whenever the applicant proposed an exception from standard zoning districts or other ordinances governing development.
		Associated fees
		Master application form

NOTICE TO APPLICANT

See Nampa City Code Title 10, Chapter 26 for information regarding the application process, approval process, and all applicable regulations pertaining to Planned Unit Developments.



Planning & Zoning Department

Master Application

Staff Use Only

Project Name: _____

File Number: _____

Related Applications: _____

Type of Application

- | | |
|---|--|
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Legal Non-Conforming Use |
| <input type="checkbox"/> Annexation/Pre-Annexation | <input type="checkbox"/> Planned Unit Development/MPC |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Short |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Final |
| <input type="checkbox"/> Multi-Family Housing | <input type="checkbox"/> Condo |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Fireworks Stand |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Kennel License | <input type="checkbox"/> Staff Level |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Zoning Map/Ordinance Amendment (Rezone) |
| <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: Own Rent Other: _____

Owner Name: _____ Phone: _____

Owner Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor Name (e.g., Engineer, Planner, Architect): _____

Firm Name: _____ Phone: _____

Contractor Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel Number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: Residential Commercial Industrial Other: _____

Project/Subdivision Name: _____

Description of proposed project/request: _____

Proposed Zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, etc.)		
Right of Way (internal roadways, ROW to be dedicated, etc.)		
Qualified Open Space		
Total		

Please answer all questions that are relevant to your project

Minimum square footage of structure: _____ Maximum building height: _____

Minimum property size (s.f.): _____ Average property size (s.f.): _____

Gross density: _____ Net density: _____

Type of dwelling proposed: Single-family Detached Single-family Attached

Duplex Multi-family Condo Other: _____

Proposed number of units: _____

Total number of parking spaces provided: _____

% of qualified open space: _____

Additional information may be requested after submittal.

Authorization

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____

