



**SMARTCODE
PARKING LOT PERMIT APPLICATION**

All commercial, industrial and multi-family developments are required to have parking lots, access drives and other such areas improved with concrete or asphalt paving. Associated site improvements will also be required including, but not limited to, provision for storm drainage, site illumination and landscaping.
(For additional information on this process and requirements see PFMC 18.24.070 & Ordinance No. 1200.)

APPLICANT INFORMATION: **APPLICATION FEE: \$300.00**

Name: _____ Phone: _____ Fax: _____

Signature: _____ Date: _____

Street Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

OWNER INFORMATION:

Name: _____ Phone: _____ Fax: _____

Street Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

APPLICANT STATUS: Owner: _____ Agent: _____ Tenant: _____ Contract Buyer: _____

ENGINEER: _____ **SURVEYOR:** _____ **PLANNER:** _____ **OTHER:** _____ (specify)

Name: _____ Phone: _____ Fax: _____

Signature: _____ Date: _____

Street Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

SITE INFORMATION:

General Location: _____

Address(es) if Applicable: _____

Tax Parcel Number(s): _____

Legal Description (Attach or Describe): _____

Existing Transect: _____ Existing Land Use: _____

Size of Site: _____

PARKING LOT PERMIT CHECKLIST: (to be completed by Staff)

<u>YES</u>	<u>NO</u>	Checked by: _____	Date: _____
_____	_____	Completed Application	
_____	_____	Application Fee per most recently adopted Fee Resolution	
_____	_____	Vicinity map (no larger than 11x17)	
_____	_____	1 (one) reduced size (11x17) plan set	
_____	_____	6 (six) full sets of construction drawings, including landscaping plans (no larger than 24x36)	
_____	_____	1 (one) electronic copy (non-CAD) of the full plan set	
		<u>Plan sets to include existing and proposed information on the following:</u>	
_____	_____	Location of structures, improvements and landscaping	
_____	_____	North arrow and scale bar	
_____	_____	Site boundaries and spot elevations at boundaries	
_____	_____	Setback distance from property lines	
_____	_____	Rights-of-way, property lines and easements	
_____	_____	Location of existing and proposed utility structures and lines, including location of nearest fire hydrant and proposed location of water meters and sewer services	
_____	_____	Storm water plans/calculations (Post Falls has adopted storm water management procedures)	
_____	_____	Location of driveways, streets, and sidewalks	
_____	_____	On-site parking and circulation	
_____	_____	Location of loading spaces, if applicable	
_____	_____	Location of trash receptacle enclosure	
_____	_____	Contour lines at intervals of 2 feet and spot elevations for drainage	
_____	_____	Site plan data table containing: zone, site size in square feet or acres, lot coverage by buildings in square feet and percentage, residential density in units per acre (if applicable), and square feet of imperious surface	
_____	_____	Indicate the accessible route from the right -of-way and accessible parking spaces to the building entrance. Provide cross sections and elevations of ramps and other structures. Design in accordance with the 2006 IBC and ICC/ANSI A117.1-2003 and other applicable codes.	

Grading/drainage/civil drawings and storm drainage calculations are required to be provided by an Idaho Licensed Professional.

Landscaping drawings are required to be provided by an Idaho Licensed Professional Landscape Architect.