



SMARTCODE REGULATING PLAN APPLICATION

Public Services Department – Planning Division
408 N. Spokane St. Post Falls, ID 83854
208.773.8708 Fax: 208.773.2505

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Permit # _____ Project# _____

PART 1 – REQUIRED MATERIAL

****THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

A regulating plan is a blueprint for future development of property under SmartCode regulations. Regulating plans are to include such items as street and block networks, designations for pedestrian oriented neighborhoods and SmartCode zones. Regulating plans are viewed similarly to a combined subdivision and zone change request. This application is for consideration of a regulating plan on property that is already located within city limits and no requiring annexation. For regulating plans to include a subdivision plan, all elements per PFMC Title 17: Subdivision will need to be included as part of the Regulating Plan submittal.

(For additional information please see the City of Post Falls Municipal Code section 18A)

- Completed application form**
- Application fee** *(Per most recently adopted fee resolution)*
- A written narrative:** *including a Planning and/or Engineer's report which estimates the impact of services as well as an analysis of how the Transect and Civic zones have been derived, the type of proposed community and any6 variances.*
- Development plans –** *Show existing conditions, proposed thoroughfares, pedestrian sheds, proposed Transect and Civic Zones (hard copy and electronic format).*
- Vicinity Map:** *No larger than 11x17- showing property lines, thoroughfares, existing/proposed Comp Plan Designations and other such items as required by the Administrator.*
- Legal description –** *in Word compatible format – by a licensed title company in the State of Idaho*
- Certificate and Radius Report-** *By a Title Company licensed in the state of Idaho, as to ownership of record and any interest of record in the subject property. Provide a report of property owners within 300 feet of the external boundaries of the proposed development. The applicant will incur a public hearing mailing fee in the amount of \$6.00 per hearing notice per property within the 300 feet radius. Applications are required to one (1) publication notice in the local newspaper and are \$300 per public hearing, of which can be paid at the time of application. *******NOTE***** if the notices are not paid at the time of application, the planning department will mail an invoice to the applicant for the public hearing mailing and publication fees; these fees must be paid before the application is place on the agenda.***

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:					
MAILING ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:		FAX:		EMAIL:	
OWNER SIGNATURE:				DATE:	
APPLICANT STATUS: OWNER: AGENT: CONTRACT BUYER: ENGINEER: PLANNER: OTHER:					
APPLICANT NAME:					
MAILING ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:		FAX:		EMAIL:	
APPLICANT SIGNATURE:				DATE:	

PROJECT INFORMATION:

PROPOSED PROJECT NAME:	
GENERAL DESCRIPTION (ALSO ATTACH LEGAL DESCRIPTION):	
GENERAL LOCATION:	
ADDRESS IF APPLICABLE:	TAX PARCEL NUMBER:
EXISTING COMP PLAN DESIGNATION:	ADJACENT COMP PLAN DESIGNATION:
EXISTING ZONING:	ADJACENT TRANSECTS/ZONING:
CURRENT LAND USE:	ADJACENT LAND USE:

PART 3 – CERTIFICATION

The applicant (or representative) must be present at the public hearing to represent this proposal or the application will not be heard. The applicant will be responsible for costs to re-notice the public hearing.

Petitioner's name(s), address, and phone number:

Name

Address

Phone

REGULATING PLAN ACKNOWLEDGEMENT:

I (We) the undersigned do hereby make petition for a Regulating Plan of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record, and retained in the file.

DATED THIS _____ DAY OF _____ 20 _____
