



# PARKING LOT PERMIT 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 # \_\_\_\_\_

## PART 1 – REQUIRED MATERIAL

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

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.

**Completed application form**

**Application fee (non-refundable)**

**Parking Lot Procedural Acknowledgement Letter:** Including the following:

- Designated parking lot coordinator and contact information.
- Understanding that a Site Plan may consist of Civil Plans and Landscape Plans, meeting the conditions for site plans per the PFMC 18.20.130. The Site Plan will be submitted bounded with a coversheet and legend delineating all plan sheets in the submitted Site Plan package.
- Recognize that the final inspection for Certificate of Occupancy (CO) will be provided once the project coordinator submits a statement indicating that the site plan work is complete, has been inspected and is ready for the City to review. Once this statement indicating that the site plan work is complete and has been received from the project coordinator, the City will perform the final inspection for the CO.
- If during the final inspection/review process, the site plan work has not been completed, the city may charge a re-inspection fee to complete any following inspection requests.

**Plan Set:**

- 1 (one) reduced size (11X17), Title, Section Township Range, and provide Datum NGVD 88- Horizontal and NAD 83 w/92 Adjustment-Vertical
- 1 (one) full size (22"x34" ANSI D or 24"x26" ARCH D) plan set of bounded drawings, that include landscape plans. \* *Note: 3 (three) full size sets are required upon re-submittals*
- 1 (one) electronic copy (tif. or pdf.) of the plan set

**Plan sets to include existing and proposed information of the following:**

- ✓ Place Statement "Call Before you Dig" on all sheets of plan set
- ✓ Location of structures
- ✓ North arrow and scale bar (all drawing to include a scale pertinent to submitted plans)
- ✓ Site boundaries and spot elevations at boundaries
- ✓ Setback distance from property lines
- ✓ Rights-of Way and 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
- ✓ Stormwater plans/calculations
- ✓ Location of loading spaces if applicable
- ✓ Contour lines at intervals of 2 feet and spot elevations for drainage, extending at least 15 feet beyond the property boundary
- ✓ 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), square feet of imperious surface, and parking and landscaping calculations compliant, respectively, with Sections 18.24.070 and 18.24080 PFMC
- ✓ 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
- ✓ Offsite or frontage improvements including grants of easements and/or ROW, sidewalk, curb and gutter, roadway illumination, street tree, swales, and roadway/asphalt improvements

*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.*

## **PART 2 – APPLICATION INFORMATION**

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS: ENGINEER OTHER</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

**SITE INFORMATION:**

<b>PROPERTY GENERAL LOCATION OR ADDRESS:</b>		
<b>PROPERTY LEGAL DESCRIPTION (ATTACH OR DESCRIBE):</b>		
<b>TAX PARCEL #:</b>	<b>EXISTING ZONING:</b>	<b>ADJACENT ZONING:</b>
	<b>CURRENT LAND USE:</b>	<b>ADJACENT LAND USE:</b>
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		

**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

I (We) the undersigned do hereby make petition for a parking lot permit 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 \_\_\_\_\_

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