



CITY OF SITE PLAN REVIEW APPLICATION

PFMC 18.20.130

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: _____ File#: _____

PART 1 – REQUIRED MATERIAL

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

Site plan review is required for any commercial, industrial, public or multi-family (3 units or greater on 1 parcel) building or use, or the expansion of floor area of an existing building greater than 25%. (For additional information on this process and requirements please see PFMC 18.20.130)

Note: 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

The following are required to be submitted within the site plan review Plan Sets:

- Site Plan Procedural Acknowledgement Letter**, which recognizes the following information:
 - Designated Site Plan Coordinator and contact information
 - The Application and Application Fee is submitted per most recently adopted Fee Resolution
 - Understanding that a Site Plan consists of Civil Plans, Landscape Plans, and applicable Architectural Plans. The Site Plan will be submitted bound 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

- Application Fee** per most recently adopted Fee Resolution
- Place vicinity map** (no larger than 11x17), Title, Section Township Range, and provide Datum NAVD 88-Vertical and NAD 83 w/92 Adjustment-Horizontal
- 1 electronic plan set (disc format)**
 - **For resubmittals:** (one) electronic copy (.pdf) of the plan set put onto a compact disc (cd) ***NOTE* 1 (one) full size (22"x34" ANSI D or 24"X36" ARCH D) plan set of bound drawings, that include landscape plans.**
 - **For final submittal:** 3 (three) 24"x36" and 11"x17" size sets are required upon final re-submittals
- Place Statement, "Call Before You Dig" on all sheets of plan set**
- Plan sets to include existing and proposed information on the following:**
 - Location of all structures, improvements and landscaping
 - North arrow and scale bar (all drawings to include a scale pertinent to submitted plans)
 - Site boundaries and spot elevations at boundaries
 - Setback distance from property lines
 - Right-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
- Location of driveways, streets, and sidewalks
- On-site parking details and circulation
- Location of loading spaces, if applicable
- Location of trash receptacle enclosure including a will-serve letter from Post Falls Sanitation
- Contour Lines at intervals of 2 ft. and spot elevations for drainage, extending at least 15 ft. beyond the property boundary
- Site plan data table containing: zone, site size in sq. ft. or acres, lot coverage by buildings in sq. ft. and percentage, residential density in units per acre (if applicable), sq. ft. of imperious surface, and parking and landscaping calculations compliant, respectively, with Sec. 18.24.070 and
- Incorporate the “General Landscaping Notes” as part of the Landscaping Plan Set. **NOTE:** City of Post Falls General Landscaping notes are located on the City’s website at: <http://www.postfallsidaho.org/documentcenterlong.html#planning>. All landscape plans are to be designed in accordance with Title 18.24.080 PFMC: Landscaping.
- 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 and Idaho Licensed Professional. *****

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:
APPLICANT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

APPLICATION INFORMATION:

PROPOSED PROJECT NAME:

PROPERTY GENERAL LOCATION OR ADDRESS:		
PROPERTY LEGAL DESCRIPTION (ATTACH OR DESCRIBE):		
TAX PARCEL #:	EXISTING ZONING:	ADJACENT ZONING:
AVERAGE LOT SIZE:	NUMBER OF LOTS:	ADJACENT LAND USE:
SIZE OF SITE:	CURRENT LAND USE:	Site Density (if applicable):
DESCRIPTION OF PROJECT/ REASON FOR REQUEST:		