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**Planned Unit Development (PUD)  
OpenGov Application  
Checklist**

- **Proof of Proprietary Interest**

A proprietary interest is a property right; an interest held by a property owner. This can be in the form of a Warranty Deed or Affidavit of Legal Interest from the Property owner.

- **Vicinity Map (8 1/2" by 11")**

Showing the location and current zoning of the property as well as zoning districts and land uses of adjacent properties

- **Legal Description and survey of the Proposed PUD Subject Parcel Boundary**

Including descriptions of each underlying zoning district, if multiple underlying districts are included. **LEGAL DESCRIPTION MUST BE IN WORD DOC FORMAT.**

- **PUD Narrative Statement (Submit as Word Doc Please)**

A PUD narrative statement explaining the vision and purpose of the proposed PUD:

- The narrative needs to evaluate effects on adjacent properties.
- The narrative needs to speak to how the proposed PUD conforms and meets the objectives/goals of the City's Comprehensive Plan.
- How do the proposed deviations from the underlying zoning district meet the objectives/goals of the City's Comprehensive Plan?
- A notarized signed statement by the property owner(s), indicating a commitment to developing the subject parcel in conformance with the proposed PUD.

- **Residential (or mixed-use) Conceptual Development Plan**

1 full size plan & digital submittal, illustrating the following:

- Proposed Land Uses
- Streets
- Locations, widths, and surface types of existing and proposed streets.
- Thoroughfares



- Storm Drainage
- Drainage features and location on the property.
- Preliminary Lot Arrangements
- Multiuse Transportation Access & Pathways
- Pedestrian paths.
- Proposed Density (Dwelling per acre)
- Number of Dwellings
- Percentage of the site devoted to building coverage.
- Percentage of the site devoted to paving.
- Building Heights
- Screening
- Landscaped Areas
- Parks & Open Spaces
- Colored Renderings and Elevations that illustrate proposed architectural standards and materials.
- All existing structures will remain labeled as to existing and proposed use.
- All proposed structures, labeled as to use.
- North arrow and scale.
- Existing vegetation, labeled as to remain or be removed.
- Proposed lighting locations and types.
- Landscape Plan showing:
  - Type and location of plant materials and other ground covers.
  - Type of buffering/screening for adjacent properties when necessary.
  - Method of irrigation/sprinkler system.
- Signs – size, type, and location.

When Proposed Planned Unit Development Type is Residential - Multifamily or Rental Products

When Proposed Planned Unit Development Type is Residential - Traditional Subdivision or For Purchase Residential Products

When Proposed Planned Unit Development Type is Mixed Use - Nonresidential & Commercial Uses

- **Planned Unit Development Agreement Draft (Submit as Word Doc Please)**

The PUD Unit Development Draft shall be signed and notarized by the property owner(s) and shall include the following:

- A legal description of the PUD subject parcel boundary, including legal descriptions of each underlying zoning district, if multiple underlying districts are included.
- A statement as to the purpose and intent of the PUD.
- A list of the PUD development requirements that vary from the standard development requirements of the underlying zoning district.



- An expected development schedule. If no development has occurred on the PUD subject parcel within the time identified, the planning and zoning commission and city council may review the original PUD development requirements and conceptual development plan to ensure their continued validity. If the city determines the concept is no longer valid, then:
  - The city may initiate a process to change the zoning classification; or
  - New PUD development requirements and/or a new conceptual development plan may be required to be approved prior to the city issuing a building permit for any portion of the PUD subject parcel.
- A statement, signed by the property owner(s) and notarized, indicating a commitment to develop the subject parcel in conformance with the PUD.

- **Non-Residential Conceptual Development Plan**

A conceptual development plan for non-residential uses shall set forth the land-use proposals in a manner to adequately illustrate the type and nature of the proposed development. The applicant shall also submit text material to explain the characteristics of the plan further. The plan and text material (1 full size plan & digital submittal) shall include, but is not limited to:

- The types of use(s)
- Topography and boundary of PUD subject parcel
- The size, type, and location of buildings and building sites
- Proposed ingress and egress, physical features of the site
- Existing streets
- Stormwater management
- Alleys and easements
- Location of future public facilities
- Multiuse transportation access and pathways
- Building height and location
- Parking
- Landscaping
- Screening
- Project scheduling and other information to adequately describe the proposed development and provide data for approval to be used in preparing the final development plan(s).

*The applicant shall also submit color renderings or elevations to illustrate proposed architectural standards or requirements.*

When Proposed Planned Unit Development Type is Non-Residential - Commercial, Industrial, or Civic Uses



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### ***Applicant Public Hearing Notification Instructions***

The applicant is responsible for sending out letters to surrounding property owners and public entities and posting public notification signs on the subject property. The applicant shall submit affidavits of mailing and signposting by the end of business day by the Mailings/Site Posting date on the current City of Mountain Home P&Z Commission schedule.

#### **Mailing Instructions**

- Fifteen (15) days before the hearing, written notice of time, place, and purpose of the hearing shall be mailed to:
  - Property owners within three hundred feet (300') of the external boundaries of the subject property.
    - This list can be obtained at the County Assessors' office.
  - Public Entities are identified in the attachment provided.
- The applicant shall submit an affidavit of mailing no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

#### **Sign Posting Instructions**

- One (1) public notice sign shall be posted along any adjacent public right-of-way (road) of the subject property.
  - The sign(s) shall meet the following specifications:
    - The sign(s) shall consist of four foot by four foot (4' x 4') plywood or another hard surface on two (2) four-inch by four-inch (4" x 4") posts or attached to another approved support in such a manner that it is perpendicular to the roadway along which the sign is posted. The bottom of the sign shall be at least three feet (3') above the ground.
    - Lettering and Content: At the top of the sign, notice signs shall include each of the following with a minimum size of six-inch (6") letters:
      - The words "Notice of Public Hearing";
      - The phone number for the city's planning and zoning department; and
      - The official city logo.
    - Brochure Holder: Notice signs shall include a mounted brochure holder. When the city council conducts a public hearing for a proposal that the planning and zoning commission has recommended, the notice for that hearing shall include the commission's recommendation in addition to



the time and place of the hearing and a summary of the proposal. The applicant requesting the proposed change shall ensure that, until the notice sign is removed, the brochure holder contains handouts providing notice of the time and place of the hearing and a summary of the proposal.

- City Staff will provide the brochure notice.
- Material: The sign shall be constructed with a weather-resistant material.
- Substantial Compliance: The sign shall be in substantial compliance with the following:



\*The Planning & Zoning Division is aware of the following individuals, groups, or businesses that provide signposting services in the City of Mountain Home:

- Cox Signs - (208) 587-3840 - cox-signs.com
- Gary Tuller – (208) 599-3705 – garytuller@hotmail.com

**THE CITY DOES NOT ENDORSE OR RECOMMEND A PARTICULAR SIGN PROVIDER.**

- The applicant shall submit an affidavit of signposting no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

## P&amp;Z Commission Schedule

Meeting Date	Application Deadline	Public Notice Deadline	Mailings/Site Posting	Packets Out
<b>January 3, 2023 (Tues.)</b>	December 5, 2022	December 9, 2022	December 16, 2022	December 28, 2022
<b>January 17, 2023 (Tues.)</b>	December 19, 2022	December 23, 2022	December 30, 2022	January 11, 2023
February 6, 2023	<b>January 3, 2023 (Tues.)</b>	January 13, 2023	January 20, 2023	February 1, 2023
<b>February 21, 2023 (Tues.)</b>	<b>January 17, 2023 (Tues.)</b>	January 27, 2023	February 3, 2023	February 15, 2023
March 6, 2023	February 6, 2023	February 10, 2023	February 17, 2023	March 1, 2023
<b>March 20, 2023</b>	<b>February 21, 2023 (Tues.)</b>	February 24, 2023	March 3, 2023	March 15, 2023
April 3, 2023	March 6, 2023	March 10, 2023	March 17, 2023	March 29, 2023
<b>April 17, 2023</b>	<b>March 20, 2023</b>	<b>March 24, 2023</b>	<b>March 31, 2023</b>	<b>April 12, 2023</b>
May 1, 2023	April 3, 2023	April 7, 2023	April 14, 2023	April 26, 2023
<b>May 15, 2023</b>	<b>April 17, 2023</b>	<b>April 21, 2023</b>	<b>April 28, 2023</b>	<b>May 10, 2023</b>
June 5, 2023	May 1, 2023	May 12, 2023	May 19, 2023	May 31, 2023
<b>June 20, 2023 (Tues.)</b>	<b>May 15, 2023</b>	<b>May 26, 2023</b>	<b>June 2, 2023</b>	<b>June 14, 2023</b>
July 3, 2023	June 5, 2023	June 9, 2023	June 16, 2023	June 28, 2023
<b>July 17, 2023</b>	<b>June 20, 2023 (Tues.)</b>	<b>June 23, 2023</b>	<b>June 30, 2023</b>	<b>July 12, 2023</b>
August 7, 2023	July 3, 2023	July 14, 2023	July 21, 2023	August 2, 2023
<b>August 21, 2023</b>	<b>July 17, 2023</b>	<b>July 28, 2023</b>	<b>August 4, 2023</b>	<b>August 16, 2023</b>
<b>September 5, 2023 (Tues.)</b>	August 7, 2023	August 11, 2023	August 18, 2023	August 30, 2023
<b>September 18, 2023</b>	<b>August 21, 2023</b>	<b>August 25, 2023</b>	<b>September 1, 2023</b>	<b>September 13, 2023</b>
October 2, 2023	<b>September 5, 2023 (Tues.)</b>	September 8, 2023	September 15, 2023	September 27, 2023
<b>October 16, 2023</b>	<b>September 18, 2023</b>	<b>September 22, 2023</b>	<b>September 29, 2023</b>	<b>October 11, 2023</b>
November 6, 2023	October 2, 2023	October 13, 2023	October 20, 2023	November 1, 2023
<b>November 20, 2023</b>	<b>October 16, 2023</b>	<b>October 27, 2023</b>	<b>November 3, 2023</b>	<b>November 15, 2023</b>
December 4, 2023	November 6, 2023	November 10, 2023	November 17, 2023	November 29, 2023
<b>January 2, 2024 (Tues.)</b>	<b>December 4, 2023</b>	<b>December 8, 2023</b>	<b>December 15, 2023</b>	<b>December 27, 2023</b>

These dates are tentative and subject to change. Larger projects may need more time to review the application.

NOTE: Your application will not be deemed complete until all documents have been submitted and reviewed by staff. This may mean that your application would be scheduled for the following month's meeting.





## Affidavit of Mailing

State of Idaho )  
                          ) ss  
County of Elmore )

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

\_\_\_\_\_  
City State Zip Code

as the applicant/representative for Planning & Zoning Application PZ-\_\_\_\_-\_\_\_\_,  
hereby certify that this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ a true and correct  
written notice of time, place and purpose of hearing regarding PZ-\_\_\_\_-\_\_\_\_, was  
mailed to property owners within three hundred feet (300') AND to all political  
subdivisions per attachment "A" at least fifteen (15) days before the public hearing on

\_\_\_\_\_  
Month Day Year

Signature \_\_\_\_\_

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Subscribed and sworn to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_







### Public Entities List

Company	Name	Address	City,State, Zip Code
Airport Advisory Committee Member	Paul Hibbard	3370 SW Trailwinds	Mountain Home ID 83647
Airport Advisory Committee Member	Ian Morcott	1890 Knight Court	Mountain Home ID 83647
Airport Advisory Committee Member	William James	1208 NW Nina Court	Mountain Home ID 83647
Airport Advisory Committee Member	Martin Pike	1649 East 15th North Street	Mountain Home ID 83647
Airport Advisory Committee Member	A.J. Lewis	1120 Julia	Mountain Home ID 83647
Airport Advisory Committee Member	Tom Hoegg	6375 Old Hwy 30	Mountain Home ID 83647
Airport Advisory Committee Member	Steve Mulberry	1662 Thacker Road	Hammett, Id 83627
Central District Health Department	Marty Jones, Env. Health Services	520 East 8th North	Mountain Home ID 83647
Century Link		1315 West Amity	Boise ID 83705
Elmore County Assessor		150 South 4th East, Suite 2	Mountain Home ID 83647
Elmore County Commissioners		150 South 4th East	Mountain Home ID 83647
Elmore County P & Z		520 East 2nd South	Mountain Home ID 83647
Elmore County Soil and Water Conservation		795 South Haskett Street	Mountain Home ID 83647
Idaho Department of Lands	Endowment Trust Lands	300 North 6th Street, Ste. 103	Boise, ID 83720



Idaho Dept of Lands	Southwest Supervisory	8355 West State Street	Boise ID 83703
Idaho Dept of Transportation	District 3	P O Box 8028	Boise ID 83707-2028
Idaho Power		2430 American Legion Blvd	Mountain Home ID 83647
Intermountain Gas		555 S. Cole Road	Boise ID 83709
Mellen Water District		P.O. Box 1086	Mountain Home ID 83647
Mountain Home Highway District		P O Box 756	Mountain Home ID 83647
Mountain Home Irrigation District	David Ascuena	140 South 3rd East	Mountain Home ID 83647
Oregon Shortline RR CO	C/O Union Pacific Corp.	1700 Farnam St. #10s-FL	Omaha, NE 60102-2010
St. Luke's Elmore Medical Center	Lisa Melchior	895 N 6th E	Mountain Home ID 83647
Superintendent of Schools	Mtn Home School District #193	470 North 3rd East Street	Mountain Home ID 83647
USPS	Attn: Postmaster	350 North 3rd East Street	Mountain Home ID 83647
West Side Sewer District	Don Gust	P.O. Box 717	Mountain Home ID 83647
Zito Media		1993 East 8th North Street, Suite 210	Mountain Home ID 83647