



## SITE PLAN REVIEW APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Department to review plans.
2. Complete the application on pages 3-5.
3. Provide the following:
  - a. **Narrative Statement:** A narrative statement explaining the project shall be submitted discussing general site characteristics, the proposed project type and purpose, any measures for mitigating anticipated impacts and the project's general compatibility with other adjacent properties in the zone.
  - b. **Site Plan:** Provide one (1) digital and one (1) hard copy of a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

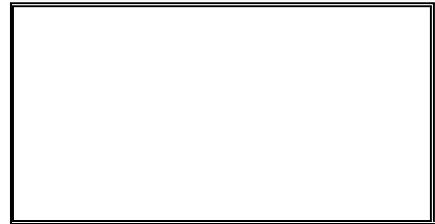
1) All Building Setbacks	5) Outdoor storage areas
2) Road Frontage	6) Dumpster and enclosure location
3) Impervious Surfaces	7) Existing and/or Proposed Utility or Other Easements
4) Lot size and Total Building Floor Area	8) Proposed Signs
  - c. **Parking Lot / Landscaping Plan:** Provide one (1) digital and one (1) hard copy of a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

1) Existing and/or Proposed Curb Cuts	7) Parking Lot Pedestrian Access Pathways
2) Customer and Employee Parking	8) Parking Lot Lighting
3) Loading and Service Areas	9) Landscape Plan (include existing vegetation and proposed plantings for parking lot and right-of-way)
4) Interior / Street Sidewalks and Curb Ramps	
5) Traffic Circulation Patterns	
6) Snow Removal and Storage Plan	
  - d. **Floor Plan:** Provide one (1) digital and one (1) hard copy of a scaled floor plan (minimum scale is 1"=100') including the following:

1) Elevations - front, side & rear (Include proposed building materials)	4) Property lines
2) Building Height	5) Seating capacity for churches or other general assembly areas
3) Roof line dimensions	6) Exterior Building Lighting

- e. **Engineered Stormwater Plan:** May be applicable to all development activities that require grading, site development, parking lot paving construction, street improvement, or building permits (Ord. No. 1253).
  - 1) Project summary narrative with supporting design calculations
  - 2) Site plan, not greater than a scale of 1"=100'
  - 3) Erosion and sediment control plan
  - 4) Operation and maintenance plan
  
- f. **Provide proof of ownership** in the form of a copy of the title report or the deed of record for the site of the proposed project. A sale agreement may be acceptable. If property is to be rented or leased, please provide written authorization of the record owner for processing of the application.
  
- g. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the forms and fees webpage at [www.sandpointidaho.gov/planningfees](http://www.sandpointidaho.gov/planningfees).

**Please note:** Any signage shall be subject to the provisions of *Sandpoint City Code*, Title 8, Chapter 5, and will require a separate permit. Site plans and elevations should indicate any artistic features (i.e. murals, statues, etc.) proposed for the project.



**SITE PLAN REVIEW APPLICATION**

File #: \_\_\_\_\_

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Representative Information:**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information:**

Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_  
(or) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_

**Current Zoning:**

- | Residential   | Commercial                                     | Industrial  |
|---|--|---|
| <input type="checkbox"/> Rural Residential RR2          | <input type="checkbox"/> Commercial A          | <input type="checkbox"/> Industrial General (IG)                    |
| <input type="checkbox"/> Rural Residential RR1          | <input type="checkbox"/> Commercial B          | <input type="checkbox"/> Industrial Business Park (IBP)             |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial C          | <input type="checkbox"/> Industrial General w / IBP<br>uses allowed |
| <input type="checkbox"/> Residential Multi-Family (RM)  | <input type="checkbox"/> Mixed-use Residential | <input type="checkbox"/> Industrial Technology Park (ITP)           |

**Current Comprehensive Plan Designation:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Very Rural       | <input type="checkbox"/> Context Area 2  | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1   | <input type="checkbox"/> Context Area 3  | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial     |

**What land uses border the site? Describe lot sizes, structures and uses:**

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**What Zones border the project site?**

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Existing Structure(s) (Number of Buildings/Units, Size, & Use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Structure(s) (Number of Buildings/Units, Size, Use, and Architectural Style): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Utility Information:**

Power will be provided by:

- |   |  |
|---|--|
| <input type="checkbox"/> Avista Utilities | <input type="checkbox"/> Northern Lights Inc |
|---|--|

Water will be supplied by:

- |  |
|--|
| <input type="checkbox"/> Existing public or community system |
| <input type="checkbox"/> Individual well                     |
| <input type="checkbox"/> Proposed public or community system |

Sewage disposal will be provided by:

- |  |
|--|
| <input type="checkbox"/> Existing community system |
| <input type="checkbox"/> Individual system         |
| <input type="checkbox"/> Proposed community system |

**Parking Information:**

Number of parking stalls proposed: \_\_\_\_\_  
Number of parking stalls required by City Code: \_\_\_\_\_  
Number of parking stalls proposed for parking in lieu (if applicable) \_\_\_\_\_

**Site Information:**

Provide detailed descriptions on the following:

- 1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.:

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- 2. Water courses (springs, streams, rivers, etc.):

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- 3. Land cover (timber, pasture, etc.):

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- 4. Other pertinent information:

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The Planning Director may request additional information in specific circumstances in order to assist in the review of this application, including the relationship of the proposed use to the Comprehensive Plan. A copy of the Sandpoint Comprehensive Plan may be obtained from the Planning and Zoning Department.

The Planning Director reserves the right to **not** officially accept this application until all of the above required information is submitted.

The Planning Director reserves the right to refer this application to the Planning Commission.

Appeals to the requirements placed on proposals during the site plan review process may be referred to the Planning Commission.

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I hereby certify that all information and attachments submitted herewith are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date