



PLANNING UNIT MASTER PLAN (PUMP) SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information fields are required to be completed. All items listed on the checklist must accompany the completed application.

ALL DOCUMENTS SUBMITTED WITH THE APPLICATION MUST BE PRINTED SINGLE-SIDED AND NOT STAPLED.

Applicant Use	Staff Use	
<input type="checkbox"/>	<input type="checkbox"/>	Date of pre-application meeting: _____ <u>Note:</u> Pre-application meetings are valid for a period of three (3) months. Pre-application meetings may be requested at https://www.cityofeagle.org/1818/Pre-Application-Meetings
<input type="checkbox"/>	<input type="checkbox"/>	A complete Master Land Use Application form, accessible at https://www.cityofeagle.org/268/ <u>Note:</u> It is the applicant's responsibility to use a current application. All documents must be printed single-sided and not stapled. Applications with stapled or double-sided documents will not be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	Verification of a neighborhood meeting being held prior to the submittal of this application. The verification shall include the time, date, and location of the meeting, a copy of the letter mailed by the applicant, any exhibits presented at the meeting, a copy of the mailing list, and a sign-up sheet from the meeting. Refer to Eagle City Code Section 11A-8-13 (B)(1)(a) for noticing requirements and neighborhood meeting requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of all adjoining property all property owners and purchasers of record owning property located within 300-feet of the exterior boundary of the application property. The addresses shall be submitted to the City on two (2) sets of adhesive labels and as an Excel file (.XLS). The Excel file shall also be submitted as a printed document and shall be accompanied by a map showing the addresses in relation to the land being considered.
<input type="checkbox"/>	<input type="checkbox"/>	Legal description of the property including metes and bounds to the center line of all adjacent right of ways with appropriate closure to meet the standards of the Ada County Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Deed.
<input type="checkbox"/>	<input type="checkbox"/>	An original notarized affidavit of legal interest from the owner stating the applicant is authorized to submit this application is required if the signatory on this application is not the owner of the property.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) 8 ½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets, including nearest major intersection.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) 8 ½" x 11" colored aerial photo showing the site plan superimposed in the project location and the surrounding area within one thousand feet (1,000').

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Project Narrative:

The provided project narrative shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A. Name, address, phone number, and email address of the applicant, engineer, and/or planner;
- B. Proof of ownership and, if appropriate, identification of the contract purchaser along with vesting deed, current title insurance policy or commitment and legal description. If the PUMP application is submitted by an applicant other than the master developer, a letter from the master developer approving the submission of the application;
- C. A submittal letter including a brief description of the project that also briefly describes a history of previous project applications;
- D. Description of how the PUMP is consistent with the existing and planned uses outlined in the PADA and the Spring Valley master plan. If the PUMP is not in substantial conformance with any component of the Spring Valley master plan, an amendment of the nonconforming component of the master plan shall be submitted contemporaneously with the PUMP application;
- E. A tabulation of proposed residential units and nonresidential acres in the planning unit compared to the number of units and nonresidential acres allowed in the Spring Valley master plan and the applicable planning area in which the PUMP is located, including cumulative totals approved in connection with previous PUMPs. Such tabulations shall show the trend toward achieving the planning area requirement that fifty percent (50%) of all dwelling units in the planning area, sixty five percent (65%) of all single-family detached lots less than five thousand (5,000) square feet in the planning area, and fifty percent (50%) of all single-family detached lots less than eight thousand (8,000) square feet in the planning area, will abut some form of open space;
- F. A tabulation of the constrained (pre-mitigation) and unconstrained (post-mitigation) acreage for the PUMP and the planning area;
- G. A vicinity map at a scale approved by the administrator showing the relationship of the PUMP to the Spring Valley master plan and Eagle comprehensive plan.

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A Completed Economic Impact Analysis (if required):

An update to the economic impact analysis shall be provided to the city if an update to the economic impact analysis provided prior the submittal of PUMP No. if a substantial change is proposed for the Spring Valley master plan such as an increase in the maximum density in Spring Valley.

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Planning Unit Master Land Use Plan:

The provided planning unit master land use plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

The land use plan shall be submitted both digitally and as a hardcopy set. The hardcopy set shall be printed on a minimum sheet size of eleven inches by seventeen inches (11" x 17") but not greater than twenty four inches by thirty six inches (24" x 36") at a scale appropriate to the sheet and legible enough to read all details and containing the following:

- The title block should be located in the lower right-hand corner along with the date of preparation, owner's name, address and phone number, and the name, address and phone number of the person(s) or firm(s) preparing the land use plan;
- The name of the proposed planning unit;

- North arrow and the scale of the drawing;
- Location and acreage for each development parcel within the planning unit. Land use districts will be identified with different colors. Super pads/large parcels may be identified on the land use plan;
- A summary table describing the land use, number of acres and/or units for each development parcel;
- Existing and proposed arterial and collector streets;
- Topography at two foot (2') or other appropriate intervals referenced to a USGS standard. This information could be shown on a separate exhibit;
- Existing topographic characteristics showing slopes over twenty five percent (25%) and the location and acres for development to be graded pursuant to the grading guidelines and hillside development standards. This information may be shown on a separate exhibit and may be combined with the submittal listed immediately above.

Planning Unit Master Streets And Circulation Plan:

The provided planning unit master streets and circulation plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A plan showing the arterial and collector roadway network;
- A street and circulation phasing plan;
- A traffic impact study (TIS) of the ACHD traffic system within the PUMP and ITD traffic system adjacent to the PUMP for compliance with the master traffic study and the ACHD Northwest Foothills transportation study will be provided to ACHD and/or ITD. Such TIS may be submitted prior to the rest of the PUMP application;
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master streets and circulation plan with reference to traffic volumes associated with previously approved PUMP(s). The narrative shall include a description of the location of private roads and the number of residential units served by such private roads.

Planning Unit Master Potable Water Plan:

The provided planning unit master potable water plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- An updated Spring Valley water facility plan shall be provided if the PUMP application requires modifications to the existing Spring Valley water facility plan. If the municipal transmission potable water system complies with the existing Spring Valley water facility plan, an update is not necessary;
- A plan showing the location and size of municipal transmission potable water system components, including both on and off site (that is, outside of the planning unit) municipal water mains (that is, not service lines), municipal wells, pump stations, pressure reducing stations and storage facilities needed to serve the planning unit;
- A phasing plan for the construction of the necessary municipal transmission potable water system;
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master water facility plan and the Spring Valley RAFN water right.

Planning Unit Master Wastewater Plan:

The provided planning unit master wastewater plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A plan showing the location, size, type and capacity of the backbone wastewater collection, transmission and treatment system components, including effluent and/or reuse storage, transmission and/or disposal facilities needed to serve the planning unit;
- A phasing plan for the construction of the necessary wastewater collection and reuse systems;
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master wastewater facility plan, including a discussion of reuse goals and feasibility.

Planning Unit Master Drainage Plan:

The provided planning unit master drainage plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A plan showing the location and estimated size of major drainage channels and major retention/detention basins, and the location of existing major drainageways and designated 100-year floodplains within the planning unit including background information and/or calculations.
- Location and acreage removed from the floodway pursuant to the FEMA approved CLOMR.
- A narrative describing: proposed measures necessary to comply with the ACHD stormwater policy manual for drainage located within ACHD rights of way; and the regional design of stormwater management systems that mitigate flooding potential, including peak discharge reduction and storage facilities consistent with applicable ACHD or city requirements and the basis of design for flood protection for all structures.
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master drainage plan.

Planning Unit Master Pressurized Irrigation Plan:

The provided planning unit master pressurized irrigation plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- An updated Spring Valley master pressurized irrigation plan will be provided if the PUMP application requires modifications to the existing Spring Valley master pressurized irrigation plan. If the pressurized irrigation system complies with the existing Spring Valley master pressurized irrigation plan, an update is not necessary;
- Description of the irrigation measures to be used for the PUMP including groundwater, potable water and reuse. Evidence of sufficient means/rights to provide irrigation;
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master pressurized irrigation plan.

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Planning Unit Master Public Facilities Plan:

The provided planning unit master public facilities plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A plan showing the locations of public facilities including schools, fire and police stations, a library and other civic facilities, and public utility easements and facilities.
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master public facilities plan.
- Evidence from public facility providers to the effect such provider(s) will serve the planning unit.

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Planning Unit Master Parks, Trails and Open Space Plan:

The provided planning unit master parks, trails, and open space plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A plan showing the locations and sizes of public and private common areas outside of a development parcel, which may include neighborhood, regional and community parks, lakes and ponds, floodways, drainageways and dry gulches, natural open space, and other open space and recreation areas, including a description of what amenities are provided.
- A tabulation of open space acreage by regional open space, community open space (including open space within neighborhoods or parcels) and other open space (including on lot open space) including cumulative totals in connection with previous PUMPs.
- Golf course locations.
- Location of vineyards and other agricultural areas.
- Location of regional and community pathway and trail facilities, including typical pathway and trail cross sections, materials and trail signage.
- Identification of who will own and maintain the regional and community parks, trails and open space facilities.
- A phasing plan for the construction of the regional and community parks, trails and open spaces within the planning unit.
- A narrative or evidence showing how this component of the PUMP complies with the Spring Valley master parks, trails and open space plan.
- Discussion of the funding mechanism proposed in connection with the maintenance of regional open space.
- A letter of recommendation from the Eagle parks and pathway committee for all facilities to be dedicated, operated and/or maintained by and to the city.

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Environmental Design Plan:

The provided planning unit master environmental design plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- Landscape: An exhibit or exhibits showing landscape areas that will use upland or riparian landscape palettes included in chapter 3 of this title. The exhibit shall also include the location of formal versus informal street sections as defined in chapter 3 of this title.
- Signage: An exhibit showing the location of the proposed community signs for the PUMP identified in chapter 3 of this title. Approval of the PUMP signage plan does not waive the requirement for all community signs to comply with the location, size and spacing standards of chapter 3 of this title and/or the community master sign plan once approved by the city, and, if the community master sign plan has not been approved by the city, then city code.
- Habitat Mitigation Plan: Location of any areas of special concern, and if present, a narrative or evidence of showing how the PUMP complies with the Spring Valley habitat mitigation plan.

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Super Pad/Large Parcel Plan:

The provided super pad / large parcel plan shall contain the following information at a minimum. The applicant shall include any additional information as deemed necessary to fully evaluate the scope of the application:

- A plan showing the conceptual locations and sizes of super pads/large parcels for sale and transfer for further development. The plan should include timing and phasing of platting. The conceptual location and sizes of super pads/large parcels may be identified on the land use plan.

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One (1) copy of any canal company license agreements (if applicable).

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One (1) copy of exclusive use easements of any kind (if applicable).

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A high-resolution digital copy of all plans and documents listed on this checklist provided via an online cloud storage provider or on a flash drive as follows:

- Each document shall be saved as a separate file.
- Each document shall be named as follows: *Application Name-Description_XXXX-XX-XX* (where the XXXX-XX-XX is the date of submittal).
- All digital files shall be original drawings/documents (not scans) when possible.

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Any additional information to aid in understanding the project.

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A signed affidavit acknowledging payment of application fees pursuant to the reimbursement agreement between City of Eagle and GWC Capital, LLC.

ACKNOWLEDGEMENT:

- I acknowledge that all items on the checklist are completed and included in the submittal package.
- I acknowledge that all documents included within the submittal are printed single-sided and not stapled.
- I understand that additional and/or revised plan sets may be required to be submitted, per staff's direction. Failure to provide requested information in a timely manner may result in an application processing delay.
- I understand that the applicant and/or representative must attend all public meetings regarding this application.
- I understand that public hearing signs shall be posted by the applicant/representative prior to the Planning and Zoning Commission hearing and again prior to the City Council hearing in accordance with Eagle City Code Section 8-7-8 (E).
- I understand that a submittal meeting with City staff is required and that initial application documents cannot be submitted or accepted without one unless otherwise directed by City staff.

Printed Name

Applicant Representative

Date

Signature