



PLANNING DIVISION

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Administrative Exception Requirements –

An Administrative Exception may be granted to allow certain deviations from the standard setback requirement, lot area requirement, fences and walls in excess of three feet in front yards, and fences or walls in excess of six feet in rear or side yards. *(For additional information on this process and requirements please see PPMC 18.20.150)*

- **Application Fee** – Most recent adopted Fee Resolution
- **Written Narrative** – Describe requested desired exception
- **Written permission of property owner** – if different than applicant
- A list of the Abutting Property Owner's names and addresses
- **Site Plan:** Include **all** of the following information:
 1. All dimensions scaled (e.g. 1" = 20').
 2. North arrow. Show actual property boundaries and dimensions, parking, and access, etc.
 3. Label and show location of existing buildings/structures, utilities, and other improvements, showing dimensions, square footage, and distance to property boundaries.
 4. Label and show location of proposed buildings/structures (including exterior decks, and porches), showing dimensions, square footage, and distance to property boundaries.

Annexation Requirements-

Annexing land and expanding public services is based on careful planning, adopted regulations and Comprehensive Plan policies. Annexation should provide a means for orderly, logical expansion of the city and increased efficiency, and economic provisions of public services. The City of Post Falls considers approval of annexing lands when such will lead to orderly future development that would result in benefit to the community. *See the Comprehensive Plan 4.0 Future Land Use: Appendix B Goals and Policies.*

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x 2 public hearings)
- **Written Narrative** - Including zoning, how proposal relates to Annexation Goals and Policies, and the impact on City services.
- **Include the following review criteria** –
 1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan.
 2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration.
 3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?
- **Zoning Map** – Map of existing zoning
- **2 Legal Descriptions** – In MS Word compatible format, one legal description with just the land, and one with all of the rights of way included
 - Must include a meets and bounds map
- **Title Report** – Showing ownership of record, interest of record
- **300' Radius Report** – list of property owners of record 300' of external boundaries of the subject property and mailing labels provided by a title company (at least 3 sets)
- **Vicinity Map** – to scale
- **Owner Authorization** – if applicant is different from owner.



Pre-Applicants (General and Subdivision) Requirements –

General – Such request is in order for an applicant to receive general feedback prior to formal application submittal.

- Copy of proposed plans
- **Narrative** – describe the project

Subdivision - A Subdivision Pre-Application Conference is conducted to review the proposal prior to submittal of the actual Subdivision Application. *(For additional information on this process and requirements please see PFMC 17.12.020)*

- **Application Fee** – Per most recent Fee Resolution
- **Written narrative** – describe the proposal
- **Subdivision Plans** – specific elements are identified in PFMC 17.12.040

Comprehensive Plan Amendment Requirements –

A Comprehensive Plan text or map amendment is a modification to the City's guiding community plan

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Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing

- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x 2 public hearings)
- **Written Narrative** - Explaining the proposed amendments and why it is necessary (to correct and error or to recognize changing conditions, etc.). Include a statement of the perceived impacts the proposed change would have on the City. State how the proposed change is more consistent with the goals and policies within the Comprehensive Plan.
- **Draft of the proposed text changes** – In MS Word compatible format
- **Map of proposed amendment** – if applicable, to scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- **300' Radius Report** – From a title company at least 3 copies of mailing labels.

Sign Permit Application Requirements –

A separate permit application is required for each location, except commercial tenant spaces where each *unit* requires a separate permit. All persons desiring to erect, construct or paint a new sign exceeding six square feet in size, except those exempts, shall first submit an application to and obtain a permit from the City of Post Falls.

(For additional information on process and requirements please see PFMC 18.36.010 SIGNS)

- **Application Fee** – Pole/Monument Sign >8' in height - \$400 each; All other signs \$200 per type
- **Site Plan is needed with ALL applications** - (Site Plans must be drawn to scale, please see PFMC 18.36.090 Permit Requirements and Administration)
- **Wall Signs** - Provide complete, drawn to scale construction drawings, minimum of front and side view. Show exterior dimensions, thickness, types of materials and complete weight of the sign. Location of and type/size/spacing of anchors used for support. Specify type/size of material of the existing structure that will be used to anchor/support the sign. Show building façade and signage area calculations.
- **Monument/Pole Signs under 8' tall** - Provide complete, drawn to scale construction drawings, at a minimum, front, side, top views, fully dimensioned of both the sign and foundation. Specify all material types/sizes, rebar size/spacing, compressive strength of concrete for the foundation.
 - Provide a site plan showing the location of the proposed sign
 - Show signs being removed (if applicable)
 - Show the vision triangle
- **Monument/Pole Signs 8' and taller** - Provide complete, drawn to scale construction drawings, at a minimum, front, side, top views, fully dimensioned, along with supporting structural engineered drawings and calculations performed by an Idaho licensed engineer.
 - Provide a site plan showing the location of the proposed sign
 - Show signs being removed (if applicable)
 - Show the vision triangle

Site Plan Review Requirements –

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

***** Grading/drainage/civil drawings and storm drainage calculations are required to be provided by and Idaho Licensed Professional. *****

- **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** - Most recent adopted Fee Resolution
- **Vicinity Map** – Title section Township Range, provide Datum NAVD 88 – Vertical and NAD 83 w/92 Adjustment-Horizontal
- **1 electronic plan set** – this includes all resubmittals and the final
- **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 impervious 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 PPMC: Landscaping.
- PPMC 18.24.030 section 7 – At least 150 square feet of common open space must be provided for each one (1) bedroom unit and 300 square feet for each two (2) bedroom plus unit; please see this section for a complete list of required open space amenities.
- 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.

Subdivision Application Requirements –

A subdivision is any division of a lot, tract or parcel into two or more lots and accompanied by proposed new streets or extension of existing streets, municipal sewer and water services. *(For additional information on this process and requirements please see PFMC 17.04)*

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

- **Must complete a Subdivision Pre-App** – Currently a \$600 application fee.
- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x number of public hearings)
- **Written Narrative** – Describing the proposal
Include the following review criteria:
 1. Definite provision has been made for a water supply system that is adequate in terms of quantity, and quality for the type of subdivision proposed.
 2. Adequate provisions have been made for a public sewage system and that the existing municipal system can accommodate the proposed sewer flows.
 3. Proposed streets are consistent with the transportation element of the comprehensive plan.
 4. All areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.
 5. The area proposed for subdivision is zoned for the proposed use and the use conforms to other requirements found in this code.
 6. The developer has made adequate plans to ensure that the community will bear no more than its fair share of costs to provide services by paying fees, furnishing land, or providing other mitigation measures for off-site impacts to streets, parks, and other public facilities within the community. It is the expectation that, in most cases, off site mitigation will be dealt with through the obligation to pay development impact fees.
- **Legal Description** – In MS Word compatible format
- **Subdivision Plans** - (specific elements are identified in PFMC 17.12.040(A-C)) - To include all lots being dimensioned and with square footage for each lot depicted, for the application to be considered complete.
- **Water District Will-Serve Letter** - (MC Section 17.17.060(H)(1) – a subdivision cannot be approved unless a definite provision has been made for a water supply system that is adequate in terms of quantity, and quality for the type of subdivision proposed.



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- **Owner Authorization Letter** – If there is an application or consultant acting on owner's behalf.
- **Title Report** - Title Company licensed in the state of Idaho, as to ownership of record and any interest of record in the subject property.
- **300' Radius Report** - Provide a report of property owners within 300 feet of the external boundaries of the proposed development. (Labels are required – 2 sets)

Minor Subdivision Application Requirements -

A Minor Subdivision is a division of a lot, tract, or parcel into four or fewer lots, and proposing no new streets, extensions to existing streets, and where infrastructure is in place or available.

(For additional information on this process and requirements please see PFMC 17 & 17.12.050)

- **Must complete a Subdivision Pre-App**
- **Application Fee** - Most recent adopted Fee Resolution \$6 per mailing label
- **Written Narrative** – Describe proposal in detail.
- **Water District Will-Serve Letter** - (MC Section 17.17.060(H)(1) – a subdivision cannot be approved unless a definite provision has been made for a water supply system that is adequate in terms of quantity, and quality for the type of subdivision proposed.
- **Subdivision Plans** – Provide specific elements as identified in PFMC 17 & 17.12.050
- **Legal Description** – MS Word compatible format.
- **Title Report** - showing ownership of record, any interest of record, and a list of property owners of record adjacent to the external boundaries of the proposed development.
- **Notification (property owners)** – provide adjacent property owners mailing labels.
- **Owner authorization** – If there is to be an applicant or consultant acting on the owner's behalf.

Subdivision Amendment Application Requirements –

A Subdivision Amendment is a development process, provided for by ordinance that allows for flexibility in the application of regulations and standards for consideration provided by a developer. *(For additional information on this process and requirements please see PFMC 17.12.070)*

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

Minor and Major Amendment –

- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x number of public hearings)
- **Written Narrative** – Describe the project in full detail, including proposed modification and reason for the request.
- **Subdivision Plans** – Provide specific elements as identified in PFMC 17.12.040, including sufficient information to identify how the proposed amendment differs from previously approved subdivision.

Additional information for Major Amendments –

- **Legal description** – In MS Word compatible format.
- **Title Report** - showing ownership of record, any interest of record.
- **Radius Report** - List of property owners of record within 300 feet of external boundaries of the subject property and mailing labels, provided by the Title Company.
- **Owner authorization** – If there is to be an applicant or consultant acting on the owner's behalf.

Planned Unit Development (PUD) Requirements –

A Planned Unit Development (PUD) is a development process, provided for by ordinance that allows for flexibility in the application of regulations and standards for consideration provided by a developer. *(For additional information on this process and requirements please see PFMC 18.20.080)*

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x number of public hearings)
- **Written Narrative** – Describe the proposal, exceptions from general ordinance requirements and providing justification.

Include the following review criteria:

1. The proposed PUD provides for adequate utilities, services, and parking to service the proposed development by:
 - a. Providing a public water supply system that has adequate supply to serve the proposed development; and
 - b. Providing a public wastewater collection system that is designed in accordance with the City's adopted Wastewater Master Plan and has sufficient capacity to accommodate the proposed sewer flows; and
 - c. Providing adequate accommodation for other utilities necessary to support the proposed development; and
 - d. Providing sufficient parking throughout the development to adequately meet the parking needs of all uses proposed in the PUD.
2. The proposed PUD provides for an integrated transportation network that adequately serves the proposed development by:
 - a. Providing for the continuation of arterial and collector streets, meeting City standards for traffic volume, in a manner consistent with the City's adopted Transportation Master Plan; and
 - b. Providing a local street network that allows adequate traffic circulation and snow storage throughout the entire development; and
 - c. Providing a pedestrian and bicycle system designed to provide adequate circulation throughout the entire development and to all open space areas.
3. The proposed PUD provides enhanced community design by:
 - a. Conserving and incorporating the sites significant natural, scenic and/or historical features in the development, if any; and

- b. Integrating a mix of compatible land uses in the development and adequately buffering and/or separating any incompatible uses in the development; and
 - c. Locating the proposed uses and lot sizes in the proposed PUD in a manner that blends with the surrounding uses, neighborhoods and public facilities located in the City; and
 - d. Providing at least ten percent (10%) of the gross land area for open space that meets the recreational needs of the users of the development and provides for a variety of recreational uses; and
- 4. The proposed PUD provides for timely development of the property and security for future completion and maintenance by:
 - a. Ensuring that each development block contains all the necessary element to exist independently from future blocks; and
 - b. Ensuring that each building in the development lot has sufficient access around the structure to allow for continual maintenance of the building and access for emergency services.
 - c. Ensuring that a funding mechanism exists to adequately maintain common areas that are not publicly maintained.
- **Legal description** – in MS Word compatible format.
- **Title Report** - Title Report and certification as to ownership of record of the subject property
- **Radius Report** - List of property owners of record within 300 feet of external boundaries of the proposed development.
- **Plans** - development plans, development schedule, engineering feasibility studies, land use schedule. The respective elements of the development plans shall be submitted by an Idaho Licensed Civil Engineer, Surveyors and Landscape Architects and include existing and proposed infrastructure, improvements, buildings, and landscaping.
- **Owner authorization** – If there is to be an applicant or consultant acting on the owner's behalf.



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PUD Amendment Requirements –

A Planned Unit Development (PUD) is a development process, provided for by ordinance that allows for flexibility in the application of regulations and standards for consideration provided by a developer. *(For additional information on this process and requirements please see PFMC 18.20.080)*

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

Minor and Major Amendments-

- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x number of public hearings)
- **Written Narrative** – Describing the proposal, proposed modification(s) and reason the modification(s) are necessary.
- **Plan Set** – Providing sufficient information to identify how the proposed modification differs from the previously submitted/approved PUD request.

Major Amendments additional requirements –

- **Legal description** – in MS Word compatible format.
- **Title Report** - showing ownership of record, any interest of record.
- **Radius Report** - list of property owners of record within 300 feet of external boundaries of the subject property and mailing labels, provided by the Title Company.
- **Owner authorization** – If there is to be an applicant or consultant acting on the owner's behalf.

Special Use Permit Requirements –

The purpose of a special use permit is to establish procedures for the review and approval of uses that are not permitted by right in a particular zoning district. A special use permit is not transferable from one parcel of land to another, nor shall it be considered as establishing a binding precedent to grant other special use permits. Special use permits require a public hearing before the planning and zoning commission following appropriate procedures.

(For additional information on process and requirements please see PFMC 18.20.070)

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

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- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x number of public hearings)
- **Written Narrative** – Identify the present Comprehensive Plan designation, the relationship of the proposed use to the Comprehensive Plan and compatibility with adjacent and other properties in the district.

Include the following review criteria:

1. Whether implementation of the special use would/would not conform to the purposes of the applicable zoning district.
2. Whether the proposed use constitutes an allowable special use as established by this chapter for the zoning district involved; and complies with all other applicable laws, ordinances, and regulations of the City and the State.
3. Whether the proposed use will/will not be compatible with the health, safety, and welfare of the public or with land uses in the vicinity of the proposal.
4. Whether the proposed use will/will not comply with the goals and policies found within the Comprehensive Plan.

Upon granting a special use permit, the Planning and Zoning Commission may attach conditions including, but not limited to:

1. Minimizing adverse impact on other development.
 2. Controlling the sequence and timing of development.
 3. Controlling the duration of development.
 4. Assuring that development is maintained properly.
 5. Controlling the location and setbacks of development.
 6. Requiring more restrictive standards than those generally required in the zoning ordinance.
- **Conceptual Plan of proposal**
 - **Vicinity Map**



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- **Title Report** - As to ownership of record and any interest of record in the subject property.
- **Radius Report** - Provide a report of property owners within 300 feet of the external boundaries of the proposed development.
- **Owner Authorization** – If applicant or consultant is acting on the owner's behalf.

R-O-W & Easement Vacation Requirements –

This petition is provided to assist in preparation of a request to vacate a right-of-way or easement which provides certain rights to individual landowners or to the public in general. It is the petitioner's responsibility to comply with the provisions of law which govern the vacation of property interests encompassed by this application.

Applications will need to be deemed complete by the Planning Department prior to being scheduled for a public hearing. Once the applicant has been issued a completeness letter from the Planning Department verifying the application is complete, the application will be eligible to be scheduled at the next available Public Hearing.

Each Completeness Review Period, will be reviewed within a 2-week period

There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

- **Application Fee** – Most recent adopted fee resolution (There will be 2 publications in the paper - \$300 each, \$600 total. Plus \$6 per mailing label)
- **Written Narrative** – Describe the proposal including a review of possible effects on adjoining landowners if the request is granted.
- **Map** – Area affected by the vacation request showing relevant landmarks, subdivision boundaries, public rights-of-way and other features of the landscape which might affect the request.
- **Legal description** – in MS Word compatible format.
- **Title Report** - Ownership of record and any interest of record in the subject property.
- **Radius Report** - Provide a report of property owners within 300 feet of the external boundaries of the proposed development.

Zoning Text/Map Amendment Requirements –

An Amendment of the Zoning Ordinance, including the Official Zoning Map, consists of amending, supplementing, changing, or repealing of regulations, restrictions and/or boundaries.

(For additional information on process and requirements please see PFMC 18.20.170)

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There is a 55-day cut-off window for a fully completed application (deemed complete) required, prior to being scheduled for the next available Public Hearing.

- **Application Fee** - Most recent adopted Fee Resolution (\$300 per public hearing plus \$6 per mailing label x number of public hearings)
- **Written Narrative** – Including zoning, how proposal related to Annexation Goals and Policies, and the Impact on City services.
- **Include the following review criteria:**
 1. Is the proposed zoning district consistent with the Future Land Use Map and Focus Area contained in the currently adopted Post Falls Comprehensive Plan.
 2. Is the proposed zoning district consistent with the goals and policies contained in the currently adopted Post Falls Comprehensive Plan that are relevant to the area under consideration.
 3. Does the proposed zoning district create a Demonstrable Adverse Impact upon the delivery of services by any political subdivision providing public services within the city?
- **Legal Description** – in MS Word compatible format.
- **Title Report** - Ownership of record and any interest of record in the subject property.
- **Radius Report** - Provide a report of property owners within 300 feet of the external boundaries of the proposed development.
- **Owner authorization** – If there is to be an applicant or consultant acting on the owner's behalf.