



Planned Development (Establishment) Checklist

Planned Developments are intended to preserve the natural environment, encourage high quality development and innovative design, and ensure adequate public facilities and services for development. Applications go before both the Planning Commission and City Council for consideration and involve public hearings before each body. Approval and adoption of an ordinance changing the zoning of the property and a separate ordinance establishing the details for the specific planned development is required before the development may proceed. Please schedule a pre-application meeting before applying to establish a Planned Development.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed planned development (address(es) or parcel number(s) per the county):
 - Number of notifications required: _____ - you can leave this blank. City staff verifies the parcels located within 300 feet of the property involved then eliminates duplicates and city owned records from the total.
 - Current zoning of the property: (select from the drop down list of zoning categories)
 - Number of acres involved: _____
 - County location of property: (select Pennington or Meade)
 - Is the property located in a flood zone: (select Yes or No) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Master Plan for the Development** – show the development's proposed layout and land uses. Include all possible future phases.
- ☐ **Proposed Planned Development Details** - document that includes the proposed development details and any deviations for the required development standards for each zoning category.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the "Applications and Permits" page under the "Planning and Zoning" Department page on our website at www.boxeldersd.gov to get started.
- ☐ **Application & Notification Fees** – The \$500 application fee and notification fees calculated using the current postal rate for certified letters with return receipts will be verified by staff. An invoice will be emailed to the billing contact on the application. The fees may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.

Optional: Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the "Applications and Permits" page under the "Planning and Zoning" Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Vicinity Map** – map of project and surrounding area (may be requested if location is unclear).
- ☐ **Legal Description List** – list of the legal description(s) of the parcel(s) involved in the request (may be requested if location is unclear).
- ☐ **Landowner's Authorization** – signed letter from the landowner(s) giving permission for a request to be made by another party on their behalf (may be requested if applicant is not the landowner).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



Planned Development (Establishment) Process





Planned Development (PD) Criteria

Planned Developments are intended to preserve the natural environment, encourage high quality development and innovative design, and ensure adequate public facilities and services for development. The development requirements listed below are set forth in Box Elder Municipal Code Section 44-96(e).

Development Requirements:

1. **Phasing.** The proposed development plans for a subdivision utilizing the PD district shall include all possible future phases. No additional phases shall be permitted beyond the original concept. Adjacent property developed similarly shall be a separate development and shall meet all requirements independently from any adjacent development.
2. **Minimum lot area.** The minimum lot area for dwellings located within a subdivision utilizing the PD district may be reduced below the area normally required as recommended by the Planning Commission, as approved by the City Council. The proposed lot size shall be sufficient to meet the requirements of the state health department and the DANR for the provision of drinking water and sanitary sewer services, as applicable.
3. **Minimum lot width and setbacks.** The minimum lot width and setback requirements may be reduced below the width and setbacks typically required as recommended by the Planning Commission, and as approved by the City Council. However, no required side yard shall be less than ten feet (10'), no required front or rear yard shall be less than twenty feet (20'), and no corner side yard shall be less than eighteen feet (18').
4. **Use and height regulations.** Use and height regulations shall be the same for a subdivision utilizing the PD overlay as the underlying zoning district in which the subdivision is located.
5. **Open and common space.**
 1. The proposed development shall provide a way that guarantees the development's open and common space will be maintained in perpetuity.
 2. The development shall provide a minimum of twenty percent (20%) open space. A minimum of ten percent (10%) of the provided open space shall be common space. Open and common space shall not include streets, driveways, alleys, parking areas or similar.
 3. Common spaces shall be fully landscaped and developed with approved amenities as identified in the City's parks master plan for the enjoyment and full use of all residents of the development and/or the public. Common space shall be preserved, maintained, and owned through the homeowner's association from the onset, or may be deeded to the City if the developer makes the request and the City Council, at their sole discretion, grants the request. Unless otherwise approved by the development agreement, landscaping shall be completed prior to the approval of the next consecutive phase of a phased subdivision.
 4. Open space may include, but will not be limited to: agricultural areas, recreation areas or similar, including lands which are not suitable for development. Upon recommendation by the Planning Commission and approval by the City Council the developer may be required as a condition of plan and plat approval to record a perpetual conservation easement for certain types of open space.
6. **Sidewalks and park strips.** The design and location of public sidewalks shall be located in the public right-of-way and in addition to the City's adopted engineering standards and specifications shall meet the following requirements:
 1. Park strips shall be a minimum of ten feet (10') wide.
 2. Sidewalks shall meet the minimum standards for ADA accessibility. Meandering sidewalks shall be no closer than five feet (5') to the back of curb.
7. **Trail System/Walking/Bike Paths.** The development shall contain trail/walking/bike paths and shall connect to the City's trails system per the City's parks master plan, when applicable. Trail/walking/bike paths shall meet the City's engineering standards and specifications.