



290 E. Linden Avenue Chubbuck, ID 83202
 208.237.2430
 www.CityofChubbuck.us

PLANNING CONFERENCE APPLICATION

Oct. 2022 Form- Replaces Prior Versions
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*The purpose of the Planning Conference is to enable the future developer/applicant to meeting with City Staff to review a development proposal for conformity with the Comprehensive Plan and for the development's ability to meet requirements of City Code. Requirements for the Planning Conference are found in section 17.12.020 of municipal code. **The following must be filled out completely and submitted at least 7 days prior to the Planning Conference to enable Staff adequate review time.***

DATE RECEIVED:

INITIALS:

SECTION A – FUTURE DEVELOPER/APPLICANT INFORMATION	
A1. Name	
A2. Mailing Address	
City	State
Zip Code	
A3. Phone Number (including area code)	A4. Email Address
SECTION B – PROFESSIONAL SERVICES INFORMATION (IF ANY)	
B1. Firm Name	
B2. Mailing Address	
City	State
Zip Code	
B3. Point of Contact (Name)	B4. Email Address
SECTION C – SITE INFORMATION	
C1. Site Address	C2. Tax Parcel #(s)
City	Zip
C3. Current Land Use	C4. Are there existing structures on-site?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
C5. Is the site under contract or in the name of the future developer/applicant?	C6. Are there any existing items of which Staff should be aware?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C7. Approximate size of property	If yes: _____ _____



SECTION D – PROPOSED CONCEPTUAL INFORMATION

D1. Proposed use(s)?	D2. Are new buildings proposed?
D3. Estimated average daily traffic count?	D4. Types of vehicles regularly accessing the property?
D5. Sewer needs	D6. Water needs
D7. Number of lots?	D8. Will the development be phased? <input type="checkbox"/> Yes <input type="checkbox"/> No
D9. Are there any issues related to the concept of which Staff should be aware prior to meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: _____ _____ _____ _____	

SECTION E – ADDITIONAL SUBMITTAL REQUIREMENTS

E1. Sketch Plans which are of sufficient size and clarity which show:

- 1) Existing property lines within and surrounding the development
- 2) Adjoining land uses
- 3) Existing and future streets
- 4) Traffic circulation (street approaches, internal circulation, pedestrian circulation, parking lots)
- 5) Proposed structure(s) and improvement locations
- 6) Open space areas
- 7) Storm water retention areas (all storm water is required to be detained on-site)
- 8) Master Plan, if the concept development does not include all of the land which the developer will ultimately develop

E2. Proof of ownership, agency for the owner or option or purchase from the owner, of the land to be Developed (deed, purchase agreement, etc).



SECTION F- CERTIFICATION

- I, the undersigned, hereby certify that the information herein and attached hereto is true and correct to the best of my knowledge.
- I agree to comply with all provisions of ordinances and laws governing this type of work, whether specified herein or not.
- I am aware that if this application is not complete, the planning conference will not be scheduled until it is so deemed by the City upon further submission of materials.
- I hereby authorize the filing of this application and grant approval of on-site review of the development described herein.
- I certify that I am authorized to file this application.

F1. Signature	F2. Printed Name	F3. Date
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SECTION G- REQUESTED MEETING DATES

G1. This application must be submitted at least 7 days prior to the Planning Conference to enable Staff adequate review time.

Requested Date: Time: AM / PM

Alternate Date: Time: AM / PM

SECTION H-FOR STAFF USE ONLY

H1. COMPLETENESS REVIEW:

Reviewed by: Date: Deemed complete?

Yes No If no, list concern(s):

H2. WHEN DEEMED COMPLETE:

Date & Time of Planning Conference: Applicant Notified?

Date: Time: Yes No Comments:

H3. STAFF COMMENTS:
