



City of Ketchum
Planning & Building

OFFICIAL USE ONLY
File Number:
Date Received:
Fee Paid:
By:
Approved Date:
Denied Date:
By:

Planned Unit Development Conditional Use Permit Application

APPLICANT INFORMATION		
Project Name:		
Applicant:	Phone:	Email:
Mailing Address:		
Representative/ Primary Contact:	Phone:	Email:
Mailing Address:		
Developer:	Phone:	Email:
Contractor:	Phone:	Email:
Engineer:	Phone:	Email:
Surveyor:	Phone:	Email:
PROJECT INFORMATION		
Legal Land Description:		
Street Address:		
Lot Area:		
Zoning District:		
Is Re-Zone Required?	<input type="checkbox"/> No	If yes, change to Zone:
Overlay District:	<input type="checkbox"/> Flood	<input type="checkbox"/> Avalanche <input type="checkbox"/> Mountain
Type of PUD:	<input type="checkbox"/> Hotel	<input type="checkbox"/> Land Subdivision <input type="checkbox"/> Condominium/Townhome Subdivision
Anticipated Use:		
THE FOLLOWING TO BE INCLUDED WITH APPLICATION SUBMITTAL:		
Title Report, including: <ul style="list-style-type: none"> Copy of the owner's recorded deed. Copy of the applicant's option to purchase, or unrecorded contract of sale for such property. Copies of title exceptions as applicable. Written notarized consent of the owner(s) of record. 		
Development Plan consistent with §16.08.070.C of the Ketchum Municipal Code (KMC). Note: a full copy of the KMC is available on-line at: www.ketchumidaho.org		
Preliminary Large Block Plat of the property.		
Landscape plan to address open space and buffer requirements set forth in §16.08.080, sub-sections J, K & M of the KMC.		
Traffic Impact Study (TIS) that addresses both the vehicular and non-motorized transportation system (stamped by a P.E.). Note: Subject TIS should also include information to address both the PUD and Development Agreement standards of evaluation as set forth in §16.08.080.F and §17.154.030.B.6 of the KMC, respectively.		
Proposed Articles of Incorporation; Bylaws of Homeowner's Association; Condominium Declarations; and/or all other agreements, covenants, and other provisions which will govern the use and maintenance and assure continued protection of the development.		
Solar/Shadow Study to address §16.08.080.6 of the KMC.		
Analysis/Study addressing: the social, economic, fiscal, and environmental effects of the proposal; special development objectives, community policy objectives; and, compliance with the Ketchum Comprehensive Plan as stipulated in §16.08.080.G of the KMC.		

Written response, including electronic submission in MS Word format, to: Standards set forth in §16.08.080; Criteria for Evaluation and §17.116.030; and anticipated Preliminary Conditions of approval consistent with §16.08.130 of the KMC
Development schedule for construction and/or phasing. Note: a construction management plan and SWPP shall be submitted and approved prior to building permit issuance.
All percolation tests and/or exploratory pit excavations required by state health authorities.
A list in MS Excel format of the owners of the properties within three hundred feet (300') of the exterior boundaries of the proposed project. List to include name, address, and a general description of the property for each owner, listing name, address, and property description in separate cells.
Waiver list with analysis and justification(s) consistent with §16.08.070.F of the KMC.
Exhibit showing proposed improvements in public ROW, including statement of compliance by the project engineer and/or waivers or atypical encroachments proposed (to be confirmed in writing by the city engineer).
Additional submittal requirements for hotel PUD conditional use permits include: <ul style="list-style-type: none"> • Parking analysis / parking demand analysis consistent with §17.125 of the KMC. • Employee housing plan consistent with §17.124.050 of the KMC. • Sub-area analysis consistent with §17.124.050.A.2 of the KMC. • Analysis of the key components of the hotel in the context of existing or proposed hotels in the City, including by example: date, zoning, FAR, room count, proposed height (absolute/overall and from various street elevations), parking, lot size, amenities, employee housing, etc. • Development agreement consistent with §17.124.050.B.5 of the KMC.
Notes: <ol style="list-style-type: none"> 1. The administrator, commission, or council may, at their discretion, reasonably require additional information prior to or during the review process. 2. The materials required in this subsection may be waived by the administrator after administrative review of the application should no need be found therefor. 3. To assure the adequacy of essential services, facilities and utilities to support the proposed project, written department and service provider reviews are required of all applications for PUD conditional use permits. 4. Fees for both a Conditional Use Permit and a Planned Unit Development are required at time of submission.

I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

Signature of Owner/Representative Date

Signature of Co-Owner/Representative Date