



# CITY OF ROBERTS

## PRELIMINARY DEVELOPMENT FEE APPLICATION

*(Planned Unit Development – Preliminary Development Plan)*

### **APPLICATION INFORMATION**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY OWNER INFORMATION *(if different from applicant)***

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROJECT PROFESSIONALS *(If Applicable)***

**Project Manager (Primary Contact) :** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Planner:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY INFORMATION**

Parcel Number: \_\_\_\_\_ Site Address (if assigned): \_\_\_\_\_

Legal Description:

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Current Zoning District: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Proposed Development Type (check all that apply):

- Planned Unit Development (PUD)
- Single-Family Attached Dwellings (R-2 / R-3)
- Mobile Home Park (R-4)

General Description of Proposed Development:

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**MOBILE HOME PARK DEVELOPMENT (IF APPLICABLE)**

- Project will comply with Chapter 6 Mobile Home Park requirements
- All units will be individually placed manufactured homes on designated spaces
- Internal circulation and access will be designed to meet City standards
- Water service will connect to City of Roberts system
- Sewer service will connect to City of Roberts system
- Stormwater drainage will be managed in compliance with City requirements
- Emergency/fire access will be provided in accordance with Fire Authority requirements
- Required Mobile Home Park Supplemental Form will be submitted with this application

**REQUIRED SUBMITTALS**

- Vicinity Map       Preliminary Development Plan       Preliminary Improvement Drawings
- Proposed Development Schedule       Evidence of Land Control
- Written Statement of Public Interest       Mobile Home Park Supplemental Form (*if applicable*)

**DEVELOPMENT SCHEDULE**

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Phasing:

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**APPLICANT CERTIFICATION**

I certify that I have sufficient control over the subject property to initiate development within two (2) years and that all information provided is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGMENTS & REQUIREMENTS**

Initial each:

\_\_\_\_\_ A Development Agreement approved by the City Council is required prior to final approval.

\_\_\_\_\_ All engineering, legal, and professional review costs are the responsibility of the applicant.

\_\_\_\_\_ Additional requirements apply to projects with attached dwellings and/or mobile home parks.

\_\_\_\_\_ The City may withhold approvals until all requirements and fees are satisfied.

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**FOR OFFICE USE ONLY**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Hearing Publication Dates: \_\_\_\_\_

Notices Sent Out Date: \_\_\_\_\_  Clerk Affidavit Attached

Mayor: Y / N Council Date: \_\_\_\_\_  Approved  Denied  Approved w/ Conditions

City Office Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**If Approved with Conditions (if applicable)**

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**If Denied**

**Denial Reason(s):**

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SCROLL DOWN FOR COMPANION SHEET

# **COMPANION INSTRUCTION SHEET**

## **PURPOSE**

This Companion Sheet is intended to explain the review and approval process for Preliminary Development Plans submitted to the City of Roberts. It applies to Planned Unit Developments (PUDs), Single-Family Attached Dwellings, and Mobile Home Park Developments.

This document is for informational purposes only and does not replace City ordinances or application requirements.

## **REVIEW AND APPROVAL PROCESS**

The Preliminary Development Plan will be processed in a manner similar to a Zone Change application and may include public notice and hearing requirements.

### **STEP 1 – APPLICATION INTAKE**

- Application submitted to the City
- Staff reviews application for completeness
- Applicable fees collected
- Project is assigned for review

### **STEP 2 – STAFF REVIEW**

- Review of zoning compliance and Comprehensive Plan consistency
- Evaluation of general site layout and feasibility
- Review of utility availability and access concepts
- Coordination with applicable service providers as needed

### **STEP 3 – PUBLIC NOTICE & PUBLIC HEARING**

Public notice will be provided in accordance with City of Roberts ordinance requirements and Idaho Code Title 67.

A public hearing will be held before the **City Council** to review the Preliminary Development Plan. The hearing provides an opportunity for public comment regarding the proposed development, including its consistency with the Comprehensive Plan, zoning regulations, and availability of public infrastructure and services.

Following the public hearing, the City Council will consider all testimony, staff findings, and applicable standards prior to making a decision on approval in principle.

### **STEP 4 – CITY COUNCIL REVIEW (APPROVAL IN PRINCIPLE)**

The City Council will review the Preliminary Development Plan to determine whether:

- The proposed development is consistent with the Comprehensive Plan

- The proposal meets applicable zoning and ordinance requirements
- The development is compatible with surrounding land uses
- Public utilities and services can reasonably support the proposal
- The development promotes the public health, safety, and welfare

The City Council may:

- Approve in principle
- Approve with conditions
- Deny the application

Approval in principle does not authorize construction.

## **STEP 5 – FINAL DEVELOPMENT PLAN ELIGIBILITY**

If approved in principle, the applicant may submit a Final Development Plan application.

Final approval requires:

- Detailed engineering and construction plans
- Utility design and approvals
- Compliance with all applicable ordinances
- Execution of a Development Agreement (when required)
- Compliance with all conditions of preliminary approval

No construction or development may begin until final approval is granted.

## **IMPORTANT NOTICE**

- Preliminary approval does not authorize grading, construction, or building permits
- All development is subject to compliance with City of Roberts ordinances
- Additional conditions may be imposed at Final Development Plan stage
- Mobile Home Parks and Attached Dwellings must comply with Chapter 6 and Ordinance 2026-574 requirements where applicable

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## **CITY AUTHORITY**

The City Council serves as the reviewing and decision-making authority for Preliminary Development Plans in the City of Roberts.