

Parking Surface Permit Application

City of New Plymouth

215 N. Plymouth Ave. New Plymouth, ID 83655

phone (208) 278-5338

FOR OFFICE USE

Permit Application Number: \_\_\_\_\_

Date: \_\_\_\_\_ Recvd By: \_\_\_\_\_

Amt. Recvd \$:

☐ Ck#

☐ Cash

Project Address : \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or  
Long Legal

Project Value: \$

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

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

—

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

—

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

—

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

—

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

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

—

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

—

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

PROJECT INFORMATION

☐ New Parking Area/Driveway - Square footage: \_\_\_\_\_

-Materials Used: \_\_\_\_\_

☐ Reconstruct, Repair or Alter Parking area - Square footage: \_\_\_\_\_

Materials Used: \_\_\_\_\_

ZONE DESIGNATION \_\_\_\_\_ TYPE OF CONST. \_\_\_\_\_

NOTES: \_\_\_\_\_

Declaration: Applicant hereby certifies that the information provides is true and correct to the best of their knowledge.

Owner or Owners Authorized Agent: \_\_\_\_\_

## Department Approval & Fee Worksheet/Receipt

Permit Application Number \_\_\_\_\_

Property Address \_\_\_\_\_

Owner or Applicant \_\_\_\_\_

Phone # \_\_\_\_\_

Application Fee: \$50.00

Total Fees: \_\_\_\_\_ Ck#

☐

Cash

Department Approvals:

I have reviewed the plans and specifications applicable to my department and authorize the issuance of a parking surface permit. I have attached any conditions not addressed on the Application form.

Planning & Zoning, Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Public Works, Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Building, Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Engineering, Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

- 1.) **Permit Required:** No person, firm or corporation may construct, reconstruct, alter, or surface any parking area without first obtaining a permit from the city. In the event of new construction, this permitting may be done as part of an underlying building permit.
- 2.) **Plans Required:** Two (2) copies of plans for parking area improvements are required to be submitted to the city clerk. Such plans shall include:
  - (a) A plot plan on which space arrangement, vehicle and pedestrian circulation, ingress and egress, curbing and landscaped areas are shown.
  - (b) Details of fence and wall construction and lighting installation in accordance with applicable code requirements.
  - (c) Plans shall be drawn to scale and show materials of construction, details of drainage structures, methods of disposal of surface water drainage, provisions for protection of natural drainage to and from adjoining properties, including any necessary easements, landscaping, lighting, and any other information deemed necessary by the city.
- 3.) **Review Required:** The plans shall be submitted to the city engineer for review. In the event the city engineer finds that the plans are not in compliance with city codes, the plans shall be revised to conform to city codes. All costs shall be borne by the applicant.
- 4.) **Design and Construction Standards:** All off street parking and loading areas in residential, commercial and industrial zones shall conform to the following design standards:
  - (a) **Surfacing:** All parking, loading, and vehicular access areas shall be paved with concrete or asphalt, to provide a permanent surface capable of being marked and able to withstand the type of vehicular traffic to which such an area is likely to be subjected. Alternative surfacing proposals shall require review and approval by the city. The surface finish requirements of this subsection shall not apply to existing residential parcels or properties which were developed prior to October 31, 2018, where said existing properties have driveways or off-street parking areas which are not finished with asphalt or concrete. For such existing properties, surface material of said existing driveway or parking area must be contained upon said property without spilling or diffusing upon any street sidewalk, right-of-way or other surface area of an adjacent property. In the event that there is a modification or addition to any said existing driveway or parking area, said driveway or parking area must be paved with concrete or asphalt as described within this subsection.
  - (b) **Drainage:** Parking areas serving nonresidential uses of property shall be sloped as to properly drain off all surface water. All drainage structure designs and methods of disposal of surface water drainage shall conform to city standards and be approved by the city engineer.
  - (c) **Pavement Markings and Signage:** All parking space boundaries and directional traffic arrows shall be marked and properly maintained on the parking lot surface.
  - (d) **Handicap Parking:** ADA requirements must be met.
  - (e) **Adjacent to Residential Use:** When such parking areas or lots abut upon adjacent residential properties, there shall be provided a wall or solid screen planting of appropriate shrubs to a height of not less than four feet (4') along the entire boundary, common to both the residential and parking areas.
  - (f) **Lighting:** Lights used to illuminate such parking lots shall be so arranged as to reflect lighting away from the adjoining premises in a residential district. All such parking spaces shall be located on the same parcel as the primary structure or use reserved for the sole use of the occupants of the building of lots and their customers. Churches, theaters, stadiums, auditoriums and other places of assembly may take arrangements for joint use of parking spaces as hereinafter specified.

#### PLAN REVIEW TURN AROUND TIMES

The estimated time for a plan review is set at not more than 5 to 7 working days. This is contingent upon the submittal of a complete set of plans and specification along with all of the required supporting documents. Exception - Projects proposed on parcels of land that are not part of a platted subdivision will take longer.