



**ADMINISTRATIVE EXCEPTION APPLICATION
FOR TITLE 11, CHAPTER 18**

Community & Economic Development Department
8930 N Government Way Hayden, ID 83835
www.cityofhaydenid.us (208) 209-2022

To be completed by city staff:

Tracking #:

Date submitted:

Received by:

An Administrative Exception may be considered for the number and/or type of required parking space and loading spaces, the location of the parking area with respect to the facility being served, and/or design standards for driveways, parking, loading or storage area. Exception requests for more than thirty-five percent of the required standard shall be subject to a hearing before the Planning and Zoning Commission.

CHECKLIST: *A request is made by submitting the following:*

	Requirement
	<i>Completed application form</i>
	<i>A written narrative which addresses the following:</i> <ul style="list-style-type: none"> ➤ <i>A statement of the exception being requested;</i> ➤ <i>A statement of the reasons for the request; and</i> ➤ <i>An explanation of how the requested exception meets EACH of the standards for approval, as listed below.</i>
	<i>Copy of most recent recorded deed</i>
	<i>Letter of authorization from the owner of record if different from applicant</i>
	<i>A site plan, a minimum of 11x17, prepared by a design professional, to include the property boundaries, location of existing and proposed buildings, parking, landscaping, fencing, swales, and any unique character or features of the property.</i>
	<i>Fees are in accordance with the current City Council adopted fee schedule. City fees and engineering pass through costs are required at the time of application submission. All additional fees, notice and legal publication charges are the responsibility of the applicant and will be billed separately.</i>

Exceptions may be granted based upon the following findings:

- *The requested exception is based upon a unique character or feature of the property or use, which does not generally apply to other properties or similar uses subject to the requirement from which an exception is sought;*
- *The requested exception will not be injurious to the public safety and welfare;*
- *If approved, the requested exception will be equally protective of the public interest, and will otherwise achieve the identified purposes of Title 11, Chapter 18; AND,*
- *If a reduction in required parking is requested, sufficient evidence has been provided to demonstrate that the off street parking proposed will be adequate to meet the needs of the present use, and likely future uses; such evidence may include (but is not limited to) a consideration of on-street parking available to serve the subject property.*

NOTE: *Decisions of the Zoning Administrator or the Planning and Zoning Commission may be appealed to City Council as per City Code 11-17-2.*



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APPLICANT: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

PROPERTY OWNER: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

ENGINEER: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

PROPERTY:

Legal Description of Property: _____

Parcel #: _____

Street Address (if applicable): _____

Size of Area Involved: _____ acres and/or sq. ft. Total Number of Lots Included: _____

Existing Zoning: _____ Existing Land Use: _____

CERTIFICATIONS:

I also understand that application fees are in accordance with the current City Council adopted fee schedule and that all additional fees, charges, pass-through engineering costs, legal advertising and postage are the sole responsibility of the applicant.

All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge.

DATED this _____ day of _____, 20_____.

(signature)

(print name)

(signature)

(print name)

To be completed by city staff:

Check #: _____ Amount Paid: _____ Date: _____ Initials: _____

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.