



SPECIAL USE PERMIT APPLICATION

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:

APPLICANT: _____

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

| | | Requirement |
|--|--|---|
| | | <i>Completed application form</i> |
| | | <i>Attach a written narrative addressing the proposed use and its:</i> <ul style="list-style-type: none"> ➤ <i>Effect on adjoining property;</i> ➤ <i>Effect of such elements such as noise, light, glare, odor, fumes, vibration on adjoining lots;</i> ➤ <i>General compatibility with adjacent and other properties in the district;</i> ➤ <i>Relationship of the proposed use to the Comprehensive Plan.</i> |
| | | <i>A current radius report containing a list, prepared by a title company that is licensed to do business in the state of Idaho, of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines three hundred feet (300') from the external boundary of the entire proposal area. Three (3) such lists shall be provided on self-adhesive labels. Said list shall be accompanied by a date stamped tax parcel map prepared by Kootenai County. Note: list must be current within 60 days of issuing notice to public agencies.</i> |
| | | <i>Copy of most recent recorded deed</i> |
| | | <i>Current Title report</i> |
| | | <i>Letter of authorization from the owner of record if different from applicant</i> |
| | | <i>Electronic copy of the legal description of the property (may be e-mailed to planning@cityofhaydenid.us) (Word format)</i> |
| | | <i>A plan drawn to a readable scale, showing:</i> <ul style="list-style-type: none"> ➤ <i>Existing buildings and setbacks from property lines</i> ➤ <i>Easements widths and locations to include the purpose/ recipient of easement</i> ➤ <i>Parking and loading areas,</i> ➤ <i>Traffic access and circulation</i> ➤ <i>Open spaces, landscaping, refuse and service areas</i> ➤ <i>Above and below ground utilities, signs & yards</i> <i>Other such information which may be required to determine if the proposed special use meets with the intent and requirements of Title 11-13-2</i> |
| | | <i>Submit: Two (2) <u>paper</u> copies:</i> <ul style="list-style-type: none"> ➤ <i>One (1) on 8 ½" x 11" paper</i> ➤ <i>One (1) on 11" x 17" paper</i> and <i>Submit: One (1) <u>electronic</u> copy of the Plan in PDF format</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> |

NOTE: 1) Standards for approval of a Special Use permit can be found in Section 11-13-3 of City Code.

2) As per Section 11-13-5, in granting any special use permit, the commission may prescribe appropriate conditions, bonds, and safeguards in conformity with this Title. Violations of such conditions, bonds or safeguards, when made a part of the terms under which the special use is granted, shall be deemed a violation of this title.

3) As per Section 11-13-7 of City Code, upon granting of a special use permit, conditions may be attached which may include but not limited to those to minimize the adverse impact on other development; to control the sequence and timing of development; to control the duration of development; to assure development is maintained properly; designate the exact location and nature of development; require provisions for on-site or off site public facilities or services; and require more restrictive standards than those generally required in an ordinance.



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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: _____

Tax Parcel #: _____

Street Address (if applicable): _____

Size of Area Involved: _____ acres and/or _____ sq. ft. Total number of lots involved: _____

Existing Zoning: _____ Existing Land Use: _____

CERTIFICATIONS:

I understand that prior to approving a special use permit, the Planning & Zoning Commission is required to make Findings of Fact. Findings of Fact represent the official determination of the Planning Commission and specify why the special use permit is granted. The BURDEN OF PROOF for why the special use permit is necessary rests on the applicant.

I understand the decision by the Planning and Zoning Commission is final unless I request a reconsideration or the decision is appealed by me, by adjoining property owners, or by other affected persons in accordance with City Code 11-13-9 and Idaho Code 67-6535.

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.

I hereby certify that I am the owner or contract buyer of the property upon which the property is located or that I have been vested with the authority to act as agent for the owner or contract buyer. 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.