



# Conditional Use Permit Application

Submittal Date: \_\_\_\_\_

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

Legal Description of Property: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**Name of Owner of the Property:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

**Property Owner Consent:**

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Name of individual to contact on behalf of Trust or LLC (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

**Application Contact (if different than above):** \_\_\_\_\_

*\*\*Application Contact will be the Planning Department's primary point of contact for questions related to the application.*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Appeals:**

Any interested party may appeal in writing any final decision of the Planning and Zoning Administrator, Hearing Examiner, or Commission to the City Council by filing an appeal with the Hailey City Clerk within fifteen (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the fifteen (15) day period, the decision shall be deemed final.

**FOR CITY USE ONLY** Fees: *cost of additional noticing, recording fees, and other direct costs will also be assessed.*

Conditional Use Permit.....	\$ 550.00
<b>OR</b> Child Care Conditional Use.....	\$ 50.00
Publication cost.....	\$ 50.00
Onsite Posting.....	\$ 36.00
Mailing: (# of addresses _____) x (. _____ postage + .15 for paper, envelope & label) <b>DO NOT COUNT DUPLICATES OR CITY OF HAILEY</b>	\$ _____
Total Due.....	\$ _____

**See attached checklist for items that must be submitted with this application in order for application to be considered complete.** See the Hailey Zoning Ordinance for information on application process.

## CONDITIONAL USE PERMIT CHECKLIST

City Use Only -

Project Name:

Certified Compete by:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**The following items must be submitted with the application for the application to be considered complete (✓):**

- \_\_\_\_\_ One (1) large set of plans to scale of proposed conditional use site showing location of:
  - \_\_\_\_\_ All buildings on the site
  - \_\_\_\_\_ Parking and loading areas
  - \_\_\_\_\_ Traffic access and traffic circulation
  - \_\_\_\_\_ Open spaces
  - \_\_\_\_\_ Easements
  - \_\_\_\_\_ Existing and proposed grade
  - \_\_\_\_\_ Energy efficient considerations
  - \_\_\_\_\_ Landscaping
  - \_\_\_\_\_ Refuse and service areas
  - \_\_\_\_\_ Utilities
  - \_\_\_\_\_ Signs
  - \_\_\_\_\_ Property lines
  - \_\_\_\_\_ North arrow
  - \_\_\_\_\_ Rendering of building exteriors (where applicable)
- \_\_\_\_\_ One (1) 11" x 17" copy of larger plans/maps.
- \_\_\_\_\_ PDF files of all required documents and 11" x 17" plans/maps
- \_\_\_\_\_ Proof of interest in subject property.
- \_\_\_\_\_ Descriptions of:
  - \_\_\_\_\_ Existing use
  - \_\_\_\_\_ Proposed conditional use
- \_\_\_\_\_ Statement evaluating the effects on adjoining property such as elements of noise, glare, odor, fumes and vibration.
- \_\_\_\_\_ Statement identifying surrounding land uses and discussing general compatibility of the proposed use with adjacent and other properties in the district.
- \_\_\_\_\_ Statement discussing relationship of proposed use with compliance to the Comprehensive Plan.
- \_\_\_\_\_ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Submit paper copy and electronically on Excel spreadsheet. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
- \_\_\_\_\_ Other information as requested by the Planner to determine if the proposed conditional use meets the intent and requirements of the Hailey Zoning Ordinance.