



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.....	\$ 597.00
OR Child Care Conditional Use.....	\$ 60.00
Publication cost.....	\$ 52.00
Onsite Posting.....	\$ 37.00
Mailing: (# of addresses _____) x (_____ postage + .20 for paper, envelope & label) DO NOT COUNT DUPLICATES OR CITY OF HAILEY	\$ _____
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 Municipal Code for information on the application process.

CONDITIONAL USE PERMIT CHECKLIST

Project Name: _____

City Use Only -

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 on 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.