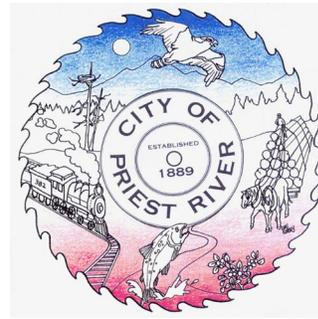


CITY OF PRIEST RIVER
PLANNING & ZONING
P.O. Box 415
552 High Street Priest River, ID 83856
(208) 448-2123
Fax (208) 448-2232



Conditional Use Permit Application Procedure

- Schedule a pre-application meeting with the Planning Administrator to review plans.
- Obtain and complete a Conditional Use Permit application.
- Provide the following with the completed application:

Minimum Application Requirements for Conditional Use Permit:

1. One copy of a site plan, drawn to scale showing the location of all existing and proposed buildings, parking and loading areas, traffic access and circulation, undisturbed areas, open space, landscaping, refuse and service areas, utilities, signs and yards.
2. Land capability report prepared by a person or firm qualified by training and experience to have expert knowledge of the subject. The report will identify the capability of the land to support the proposal with regards to flooding, drainage, erosion, sedimentation, and ground movement.
3. Copy of current deed and title report for subject property and vicinity map depicting a three hundred (300) foot radius around the perimeter of the subject parcel using a current Bonner County Assessor's map identifying all parcels subject to notice.
4. Names and addresses prepared by a title company and printed on self-adhesive mailing labels of: applicant, applicant's representative, landowners and all owners of real property, any part of which is located within three hundred (300) feet of the exterior boundaries of the subject property.
5. Letters of comment from the appropriate road, fire, school, and health districts and other appropriate agencies. The letters shall indicate that the agency has reviewed the proposal and stipulate any conditions or requirements necessary for approval (from list provided).
6. Any other supplementary materials or copies the Administrator may deem necessary.
7. Application Fee Payment. Any application received without payment will not be considered until the application fee payment is made in full.

Applicant Information

Applicant's Name: _____ Phone: _____

Address: _____ E-mail: _____

Landowners Name: _____ Phone: _____

Address: _____ E-mail: _____

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PLANNING DEPARTMENT
Conditional Use Permit Application

Representatives Information

Name: _____ Phone: _____

Address: _____ E-mail: _____

Project Description:

On separate pages describe in detail all applicable uses/plans for the property, including:

1. Size of Buildings
2. Type of Units
3. Number of Units
4. Any Machinery to be Located on the Site
5. Any Storage area, etc.
6. Phasing Plans, Expected Start-Up, and Completion Dates
7. Complete Detail of Scope/Process
8. Number of People on Site (employees, visitors, etc.)
9. Hours of Operation
10. Traffic to be Generated (vehicles per day or week)
11. Associated Functions (receptions, outdoor activities, additional processes, etc.)
12. Parking /Loading Areas
13. Advertising Sign, Size and Location.

Project Information

Legal Description of site: Lot(s): _____ Block: _____ Addition: _____

Section: _____ Township: _____ Range: _____

Parcel # _____ Site Acreage: _____

Current Use: _____ Current Site Zoning: _____

Comprehensive Plan Designation: _____

Proposed use: _____

Common Area/Open Space: _____ Number of Dwellings: _____

Address or Directions to Site: _____

Existing Zoning and Uses of Surrounding Land (Describe lot sizes, structures, uses.):

North: _____ South: _____

East: _____ West: _____

Access Information:

Describe existing and proposed access to project site: _____

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Roads within the project are proposed to be: PUBLIC PRIVATE

Road maintenance will be by: _____

Describe level of improvements for proposed roads (include surface type, maximum and typical grades, width of right-of-way, width of improved surface, curbing, etc.):

Describe current level of water and sewer utilities serving the subject site: _____

Narrative Statement:

1. How will the proposed conditional use affect such elements as noise, light glare, odors, fumes, and vibrations on the adjoining property? _____

2. How will the proposed conditional use be compatible with the adjoining land uses? (Explain) _____

3. Why is the conditional use compatible with the environmental characteristics, both physical and social, of the site and surrounding lands?

4. What extensions of water and sewer lines, roads, or other public or private services would be necessary if this conditional use permit were approved?

Comprehensive Plan Sections:

How is the proposal compatible with the goals and objectives of the City of Priest River Comprehensive Plan? A copy of the Priest River Comprehensive Plan is available through City Hall. (Attach additional pages if needed.)

1.0 Population: _____

2.0 School Facilities: _____

3.0 Economic Development: _____

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4.0 Land Use: _____

5.0 Natural Resources: _____

6.0 Hazardous Areas: _____

7.0 Public Facilities, Utilities, and Services: _____

8.0 Transportation: _____

9.0 Recreation: _____

10.0 Special Areas or Sites: _____

11.0 Housing: _____

12.0 Community Design: _____

13.0 Property Rights: _____

14.0 Implementation: _____

I hereby certify that all the information, statements, attachments, and exhibits submitted in this application are true to the best of my knowledge.

Applicant's Signature

Date

Landowner's Signature

Date

Representative's Signature

Date