



## CONDITIONAL USE PERMIT APPLICATION PROCEDURES

1. Complete the Conditional Use Permit application on pages 3-4.
2. If project requires new construction or alterations to an existing structure(s), please provide the following along with the completed application:
  - a. **Site Plan:** Provide one (1) digital and one (1) hard copy of a scaled site plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

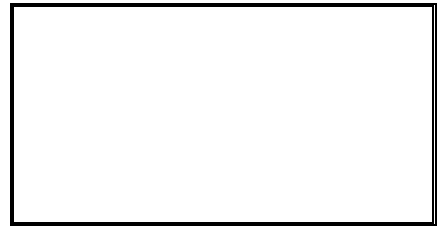
1) All Building Setbacks	5) Drainage Patterns
2) Road Frontage	6) Utility or Other Easements
3) Impervious Surfaces	7) Proposed Signs
4) Lot size and Total Building Floor Area	
  - b. **Parking Lot / Landscaping Plan:** Provide one (1) digital and one (1) hard copy of a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

1) Existing and/or Proposed Curb Cuts	7) Parking Lot Pedestrian Access Pathways
2) Customer and Employee Parking	8) Parking Lot Lighting
3) Loading and Service Areas	9) Landscape Plan (include existing vegetation and proposed plantings for parking lot and right-of-way)
4) Interior / Street Sidewalks and Curb Ramps	
5) Traffic Circulation Patterns	
6) Snow Removal and Storage Plan	
  - c. **Floor Plan:** Provide one (1) digital and one (1) hard copy of a scaled floor plan (minimum scale is 1"=100') including the following:

1) Elevations - front, side & rear (Include proposed building materials)	4) Property lines
2) Building Height	5) Seating capacity for churches or other general assembly areas
3) Roof line dimensions	6) Exterior Building Lighting
3. **Provide proof of ownership** in the form of a copy of the title report or the deed of record for the site of the proposed project. A sale agreement may be acceptable. If property is to be rented or leased, please provide written authorization of the record owner for processing of the application.

4. **Provide the names and addresses of all property owners within three hundred feet (300')** of the subject property, printed on self-adhesive mailing labels. Also, provide a vicinity map at the scale of 1" = 100', showing the property owners and existing land use within three hundred feet (300') of the proposed site. *In addition*, please provide one (1) 8 1/2 by 11 map of area and at least two (2) digital or hard copy photographs of the site from at least two different angles or views.
  
5. **Project Narrative:** Submit a narrative statement demonstrating in what ways the request conforms or does not conform to the following standards:
  - a. Will, in fact, constitute a conditional use as established on the official schedule of regulations for the zoning district involved.
  - b. Will be harmonious with and in accordance with the general objectives, or with any specific objective of the Comprehensive Plan and/or applicable sections of the Sandpoint Code.
  - c. Will be designed, constructed, operated and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
  - d. Will not be hazardous or disturbing to existing neighboring uses.
  - e. Will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
  - f. Will not create excessive additional requirements at public cost for public services and utilities and will not be detrimental to the economic welfare of the community.
  - g. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reasons of traffic, noise, smoke, fumes, glare or odors.
  - h. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public roads.
  - i. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.
  
6. **Application Fees:** Please call the Planning Department at 208-263-3370 or consult the Planning forms and fees webpage at [www.sandpointidaho.gov/planningfees](http://www.sandpointidaho.gov/planningfees).

The Planning Director may request additional information in specific circumstances in order to assist the Planning Commission in reviewing this request. The date of the Planning Commission review will be established by the Planning Department upon the acceptance of a **complete** application.



**CONDITIONAL USE PERMIT APPLICATION**

File #: \_\_\_\_\_

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Representative Information:**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information:**

Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_  
(or) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_

**Current Zoning:**

- | Residential   | Commercial   | Industrial  |
|---|--|---|
| <input type="checkbox"/> Rural Residential RR2          | <input type="checkbox"/> Mixed Use Residential (MUR) | <input type="checkbox"/> Industrial General (IG)          |
| <input type="checkbox"/> Rural Residential RR1          | <input type="checkbox"/> Commercial A (CA)           | <input type="checkbox"/> Industrial Business Park (IBP)   |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial B (CB)           | <input type="checkbox"/> Industrial Technology Park (ITP) |
| <input type="checkbox"/> Residential Multi-Family (RM)  | <input type="checkbox"/> Commercial C (CC)           |   |

**Current Comprehensive Plan Designation:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Very Rural       | <input type="checkbox"/> Context Area 2  | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1   | <input type="checkbox"/> Context Area 3  | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial     |

**What land uses border the site? Describe lot sizes, structures and uses:**

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**What Zones border the project site?**

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Existing Structure(s) (Size & Use):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Brief description of proposal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe how the site is accessed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate the availability of public services and utilities to the site:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Planning Director may request additional information in specific circumstances in order to assist the Planning Commission in reviewing this request.*

I am the owner or owner’s representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date