



CONDITIONAL USE PERMIT CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

The Conditional Use Permit procedure is intended to provide for the review of specific uses that are potentially compatible with allowed uses within the zone, provided that they meet certain standards. The Planning and Zoning Commission will hold a public hearing and may approve, conditionally approve, or deny the request.

Checklist: A request is made by submitting the following:

- Attach a written narrative addressing the proposed use and that:
 - The proposal is in accordance with the general objectives or with specific objectives of the Comprehensive Plan and/or the zoning ordinance;
 - The location, design, and size of the proposal are such that the development will be adequately served by streets, police and fire protection, drainage structures, refuse disposal, water, 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 services;
 - The design and planning (to include construction, operation, and maintenance) of the site is compatible with the location, setting, existing uses, and the intended character of the general vicinity.
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- Most recently recorded deed(s)
- Title Report
- Letter of authorization from the owner of record, if different from applicant
- Legal description of the property (Word Format)
- Plans (Site or Subdivision) drawn to a readable scale showing:
 - Existing buildings and setbacks from property lines;
 - Easements, widths, and locations to include the purpose of easement;
 - Parking and loading areas;
 - Traffic access and circulation;
 - Open spaces, landscaping, refuse, and service areas;
 - Above and below ground utilities, signs, and yards

NOTE:

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
2. *Other information may be required to determine if the proposed conditional use meets with the intent and requirements of Title §11-7.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Conditional Use Permit, enter work description, zoning/rezoning, usage, fence, setback, dimensional, and parking details.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.