



EXCEPTION REQUEST CHECKLIST
Community Development Department
8930 N Government Way, Hayden, ID 83835
<http://www.cityofhaydenid.us/> 208-209-2022

In certain specific titles of code, the standards are allowed to have exceptions or minor modification requests. These requests must demonstrate that the request is based upon a unique character or feature of the property or use, which does not generally apply to other properties or similar uses subject to the requirement. Modifications that are considered minor in nature by the Community Development Director or his/her designee shall not require application or payment of fees. Exception requests are broken into categories based on the percentage of exception requested (i.e. a reduction in required parking spaces or required landscaping). Should the request be less than a 35% reduction, the request is processed by staff. Requests of more than 35% (but less than 50%) are heard at a public meeting of the Planning and Zoning Commission. Requests of 50% or more are heard at a public hearing of the Planning and Zoning Commission.

CHECKLIST: A request is made by submitting the following

- A written narrative which identifies what exception is being requested, the reasons for the request, and an explanation of how the request meets the following standards of approval:
 - The requested exception is based upon a unique character or feature of the property or use which does not generally apply to other properties or similar uses subject to the requirement from which an exception is sought;
 - The requested exception will not be injurious to the public safety and welfare;
 - If approved, the requested exception or minor modification will be equally protective of the public interest and will otherwise achieve the identified purposes of the code; and
 - If a reduction in required parking is requested the applicant has provided sufficient evidence to demonstrate that the off street parking proposed will be adequate to meet the needs of the present use, and likely future use, such evidence may include, (but is not limited to) a consideration of on street parking available to serve the subject property.
- Most recently recorded deed(s)
- Letter of authorization from the owner of record, if different from applicant
- A radius report, when request is 50% or greater, then it shall be required and public noticing for a hearing with the Planning and Zoning Commission.
- Legal description of the property (Word Format)
- A site plan, a minimum size of 11x17, prepared by a design professional, to include: the property boundaries, location of existing and proposed buildings, parking, landscaping, fencing, swales, and any unique character or features of the property – as needed.

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. *Decisions of the Zoning Administrator or the Planning and Zoning Commission may be appealed to City Council as per City Code §11-1-9.*
3. *Exception and Minor Modification request standards can found in City Code §11-1-8.*
4. *A current (within 60 days of application) radius report 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.*

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 Exception Request, enter work description, fence, setback, parking, and meeting 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.