



## TEMPORARY HARDSHIP PERMIT CHECKLIST

Community Development Department  
8930 N Government Way, Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) 208-209-2022

This permit allows a manufactured home for a dependent relative to be placed on an existing residential lot having a minimum size of 8,250 square feet to be occupied as temporary living quarters by either a dependent relative or by the person(s)/family providing care to a dependent.

**Checklist:** A request is made by submitting the following:

- Narrative defining the request, and identifying the caretaker(s) and sponsor(s). The narrative shall also address the proposed use and that:
  - The proposal is in accordance with the general objectives or with specific objective 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 and 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.
- Site plan drawn with dimensions to show building size, lot size, setbacks, required off-street parking, and any landscaping that may be proposed to ensure the compatibility with abutting properties and the surrounding neighborhood.
- Written statement from a licensed physician stating that the person(s) in question is physically or mentally incapable of caring for themselves and/or their property.
- 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)

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### NOTES:

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. *Requirements for Temporary Hardship Permit for Dependent Relatives (As per City Code 11-2-5(K))*

A "dependent relative," for the purpose of this section, shall be defined as: one who is related by direct bloodline, marriage, adoption, unmarried partner relationship, or court ordered guardianship; and has been determined by a licensed physician to be physically or mentally incapable of caring for themselves and/or their property. Dependency shall be determined by the City prior to issuance of a building permit.

One manufactured home shall be permitted as a temporary hardship use for dependent relative(s) provided that:

- a. The temporary hardship use shall be placed on a lot, inclusive of the primary dwelling site, having a minimum size of eight thousand two hundred fifty (8,250) square feet.
- b. The living quarters of the temporary hardship use shall be occupied by either the dependent relative(s) or by the person(s)/family providing care.
- c. The owner of the real property on which the temporary hardship use is located shall be the sponsor when making a request for a manufactured home permit.

- d. A written statement from a licensed physician stating that the person(s) in question is physically or mentally incapable of caring for themselves and/or their property.
- e. Sponsor must record a notice with the City Clerk stating that the temporary hardship use located on the sponsor's property:
  - 1) Is temporary and is to be removed upon termination of occupancy of either the dependent relative(s) or person(s)/family providing care;
  - 2) Is temporary and is to be removed upon sale or lease of property of the sponsor;
  - 3) Provides living quarters for the dependent relative(s) or person(s)/family providing care, who is/are named in the permit; and
  - 4) Is not considered a use which is to be transferred with the property of the sponsor when said property of the sponsor is sold or leased.

A copy of the recorded notice shall be submitted upon request by the applicant before the permit is issued.

- a. Sponsor must submit a statement stating that the location of the temporary hardship use is not in conflict with any recorded, restrictive covenant, or plat dedications upon request for a permit.
- b. Before issuance of the permit, sponsor must show proof of approval by Panhandle Health District of a wastewater disposal system for the temporary hardship use.
- c. The temporary hardship use shall be in compliance with all frontage and setback requirements of the residential zone(s).
- d. The permit for the temporary hardship use shall be renewed every year by the sponsor. Compliance with the provisions of this section and the manufactured home permit shall be certified by the sponsor at the time of renewal. Failure to renew the permit or permits within the stated time period shall constitute a violation of this title.
- e. Sponsor must file a release of the notice signifying that the temporary hardship use has been concluded. The sponsor shall remove the temporary hardship use from the property within 45 days.

The care provider may be administratively changed upon written application to and approval by the Community Development Director. **Any change in dependent relative(s) requires processing of a new temporary hardship use permit.**

**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 Temporary Hardship and enter work description.

**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.