

# Special Use Permit

City of Coeur d'Alene

16.05.020 Title & Purpose



A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department. See Page No. 4 & 5 for Application Requirements & submittal deadlines. **This application can be found online at [www.cdaid.org](http://www.cdaid.org) under Planning Department / Application Forms.**

**S-U-P PROJECT NAME:** \_\_\_\_\_

**Application Fee \$400.00**

Mailing fees \$6.00ea

Public Hearing Publication Fee \$300.00

**APPLICANT:**

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**ENGINEER, ARCHITECT AND/OR REPRESENTATIVE:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PROPERTY ADDRESS(ES) /GENERAL LOCATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION:**

1. Gross area (all land involved): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.

2. Existing Land Use: \_\_\_\_\_

3. Existing Zoning (circle all that apply):

- R-1   R-3   R-5   R-8   R-12   R-17   MH-8   NC
- CC   C-17   C-17L   DC   LM   M   NW

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**REQUIRED DRAWINGS:**

A site plan is required to complete the application. The Planning Director or Planning Commission may require additional submittals such as floor plans and/or building elevations as deemed necessary to demonstrate the characteristics of the use proposed. All plans must be accurately drawn to an acceptable scale and be complete with dimensions that show lot size, setbacks, required off-street parking, any landscaping that may be proposed to ensure the compatibility with abutting properties, and the surrounding neighborhood.

**\*NOTE: Submit one hard copy and one electronic copy (.tif or .pdf) plan details.**

Please list other drawings that have been submitted with this application:

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**JUSTIFICATION:**

Proposed Activity Group(s): \_\_\_\_\_

Prior to approving a special use permit, the Planning Commission is required to make Findings of Fact. Findings of Fact represent the official decision of the Planning Commission and specify why the special use permit is granted. The **BURDEN OF PROOF** for why the special use permit is necessary shall rest on the Applicant. Your narrative should address the following points (attach additional pages if necessary):

A. A description of your request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Explain how your request conforms to the 2007 Comprehensive Plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Explain how the design and planning of the site is compatible with the location, Setting, and existing uses on adjacent properties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Explain how the location, design, and size of the proposal will be adequately served by existing streets, public facilities and services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Any other information that you feel is important and should be considered by the Planning Commission in making their determination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FILING CAPACITY:**

- \_\_\_\_ 1. Recorded property owner as of \_\_\_\_\_ (date)
  - \_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_ (date)
  - \_\_\_\_ 3. The Lessee or Renter as of \_\_\_\_\_ (date)
  - \_\_\_\_ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application).
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**REQUIRED SUBMITTALS:**

A special use permit request is made by submitting the following information to the Planning Department:

- 1. The completed attached form.
- 2. An owner's list and (3) sets of mailing labels with owner's addresses prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. The list shall include the following:
  - A. All property owners within 300 feet of the external property boundaries.
  - B. All property owners within the property boundaries.
- 3. A resident's list and three (3) sets of mailing labels prepared by the applicant or a title insurance company, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application.

***\*Note: a mailing fee of \$6.00 per label (billed to applicant)***

- 4. Title reports with correct ownership, easements and encumbrances prepared by a title insurance company.

***\*Note: Please also submit a copy of the tax map showing the 300 foot mailing boundary around the subject property.***

- 5. A site plan is required to complete the application. All plans must be accurately drawn to an acceptable scale and complete with dimensions that show 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.

**\*NOTE: Submit one hard copy and one electronic copy (.tif or .pdf) plan details.**

- 6. A **\$400.00** processing fee (payable to the City of Coeur d'Alene).
- 7. Public Hearing notification publication in the paper (billed to applicant) **\$300.00**

**DEADLINE FOR SUBMITTALS:**

The completed application must be submitted to the Planning Department no later than the first working day of the month preceding the next regular Planning Commission meeting, at which time if the application is determined to be complete and is accepted by the Community Planning Director his item "may" be heard [approximately six (6) weeks prior to the hearing]. Acceptance or rejection of the application by the Community Planning Director, and notification of the Applicant, shall occur within two (2) weeks of submittal. 17.09.210: APPLICATION & SUBMITTAL.

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**PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:**

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done 1 (one) week prior to the date of the Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posted on the property is also required and must be returned to the Planning Department.

**REQUIRED CERTIFICATIONS:**

**OWNERSHIP LIST:**

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(title company) (date)

**RESIDENTS LIST:**

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(name) (date)

**CERTIFICATION OF APPLICANT \***

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this request and knows the  
(insert name of applicant)  
contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

**CERTIFICATION OF PROPERTY OWNER(S) OF RECORD \*:**

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

*\*For multiple applicants or owners of record, please submit multiple copies of this page.*

For City use only: Received: City Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Date Stamp here