

Special Use Permit

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

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 owners' list and (3) sets of mailing labels with owners' 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 residents' list and (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.
4. Title reports with correct ownership, easements and encumbrances prepared by the 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.
6. A **\$400.00** processing fee (payable to the City of Coeur d'Alene).

DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard. All supplemental information to be added to the application file must be received by the Planning Department no later than 15 days prior to the public hearing date for this item.

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.

This application can be found online at www.cdavid.org under Planning Department.



Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Mailing Address: _____

Contact Number: _____

E-Mail: _____

Fax: _____

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)

Engineer, Architect and/or Representative:

Name: _____

Mailing Address: _____

Contact Number: _____

PROPERTY:

Legal Description of property: _____

Address(es) of property: _____

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 rests 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 decision.

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
(insert name of applicant)
request and knows the 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