



SPECIAL USE PERMIT APPLICATION

PFMC 18.20.070

Public Services Department – Planning Division
 408 N. Spokane St. Post Falls, ID 83854
 208.773.8708 Fax: 208.773.2505

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Permit # _____ Project# _____

PART 1 – REQUIRED MATERIAL

THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

The purpose of a special use permit is to establish procedures for the review and approval of uses that are not permitted by right in a particular zoning district. A special use permit is not transferable from one parcel of land to another nor shall it be considered as establishing a binding precedent to grant other special use permits. Special use permits require a public hearing before the planning and zoning commission following appropriate procedures.

- Completed application form**
- Application fee** (Per most recently adopted fee resolution)
- Narrative-** identifying the present Comprehensive Plan designation, the relationship of the proposed use to the Comprehensive Plan and compatibility with adjacent and other properties in the district.
- Conceptual Plan of proposal-** no larger than 11x17 as applicable
- Vicinity Map-** no larger than 11x17
- Authorization Letter** – if applicant is other than property owner/contract buyer
- Title report/Public Hearings** – By a Title Company licensed in the state of Idaho, as to ownership of record and any interest of record in the subject property. Provide a report of property owners within 300 feet of the external boundaries of the proposed development. The applicant will incur a public hearing mailing fee in the amount of \$6.00 per hearing notice per property within the 300 feet radius. Applications are required to two (2) publication notices in the local newspaper and are \$300 per public hearing, of which can be paid at the time of application. *******NOTE***** if the notices are not paid at the time of application, the planning department will mail an invoice to the applicant for the public hearing mailing and publication fees; these fees must be paid before the application is place on the agenda**

ALL EXHIBITS PRESENTED WILL NEED TO BE IDENTIFIED AT THE MEETING, WILL BE ENTERED INTO THE RECORD, AND RETAINED ON FILE.

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:		
SIGNATURE:		DATE:
MAILING ADDRESS:		EMAIL:
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:



APPLICANT NAME:					
APPLICANT STATUS:	Owner:	Agent:	Engineer:	Planner:	Other:
MAILING ADDRESS:					
CITY:			STATE:		ZIP:
PHONE:		FAX:		EMAIL:	
SIGNATURE:				DATE:	

PART 2 - Site Information:

PROPOSED PROJECT NAME:		
GENERAL LOCATION OR ADDRESS IF AVAILABLE:		
LEGAL DESCRIPTION:		
DESCRIPTION OF PROJECT:		
EXISTING ZONING:	ADJACENT ZONING:	CURRENT LAND USE:
ADJACENT LAND USES:	SIZE OF SITE:	SITE DENSITY IF APPLICABLE:

The applicant (or a representative) must be at the meeting representing this proposal or the application will not be heard.

I (We) the undersigned, do hereby make petition for a Special Use Permit of the property described in this petition and do certify that we have provided accurate information as required by this petition form to the best of my (our) ability.

DATED THIS _____ DAY OF _____ 20_____

Applicant's Signature(s)

