

The procedure for a conditional use permit is as follows:

1. Make sure you include your lot dimensions, legal description of your property, and explain your need for the conditional use. (Be specific.)
2. The application must be accompanied by a \$25.00 filing fee. After receiving your application, we can schedule a public hearing. You will be notified of the time and date of the public hearing. The P&Z Commission meets on the fourth Monday of every month at 7 p.m.
3. Your application must, also, be accompanied by a list of every property owner within a 300 feet radius of the proposed site for the conditional use. If you contact the Payette County Assessor's Office, they will assist you with this list of information.
4. Once your application has been completed, the Commission will schedule a public hearing. A notice will be published in the newspaper and letters will be sent out 15 days prior to the hearing. ***You will be billed for the cost of the mailing and the publication in the newspaper for the public hearing.***
5. There may be certain stipulations attached to your conditional use permit as deemed necessary by the Commission.

If you have any further question, do not hesitate to call me at City Hall.

Sincerely,

Leon K. Jensen
City Clerk/Treasurer
Planning & Zoning Administrator

APPLICATION FOR CONDITIONAL USE PERMIT

(Not a business license or building permit)

Name: _____ Phone #: _____(hm)

Address: _____(wk)

General Location: _____

Description of Proposed Conditional Use (Attach if necessary): _____

Zoning Classification _____ Comprehensive Plan Designation _____

FEE: A \$25.00 fee must accompany this completed application.

PLAN: A plan of the proposed site for the conditional use showing the location of all buildings, parking and loading area, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs and yards.

NARRATIVE: A narrative statement evaluating the effects on adjoining property; the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district; and the relationship of the proposed use to the comprehensive plan.

NAMES OF ADJOINING LANDOWNERS WITHING 300 FEET: Names of people residing on property within 300 feet of proposed site for conditional use.

COMMISSION EVALUATION: The Commission shall review the particular facts and circumstances of each proposed conditional use in terms of the standards as prescribed by Section 11-16-3 of the New Plymouth Municipal Code.

I hereby certify that I have been informed and am aware that a conditional use is personal in nature and does not run with the land.

Signature of Owner/Applicant

Date