

City of Hailey - Conditional Use Permit Application

Submittal Date: ____/____/____

Project Name: _____
Legal Description of Property: _____
Street Address of Property: _____
Current Zoning of Property: _____
Proposed Use: _____

Name of Owner of the Property: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____
Email Address: _____

Property Owner Consent:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any ex parte discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: _____ Date: ____/____/____

Name of individual to contact on behalf of Trust or LLC (if applicable): _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____
Email Address: _____

Application Contact (if different than above): _____

**Application Contact will be the Planning Department's primary point of contact for questions related to the application.

Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Fax: () _____ - _____ Cell: () _____ - _____
Email Address: _____
Signature: _____ Date: ____/____/____

Appeals:

Any interested party may appeal in writing any final decision of the Planning and Zoning Administrator, Hearing Examiner, or Commission to the City Council by filing an appeal with the Hailey City Clerk within fifteen (15) days from the date of the decision. The appeal shall specifically state the decision appealed and reasons for the appeal. If no appeal is filed within the fifteen (15) day period, the decision shall be deemed final.

FOR CITY USE ONLY Fees: cost of additional noticing, recording fees, and other direct costs will also be assessed.

Table with 2 columns: Fee Description and Amount. Rows include Conditional Use Permit (\$ 400.00), OR Child Care Conditional Use (\$ 50.00), Publication cost (\$ 40.00), Mailing: (# of addresses x (. postage + .15 for paper, envelope & label) DO NOT COUNT DUPLICATES OR CITY OF HAILEY \$), and Total Due (\$).

See attached checklist for items that must be submitted with this application in order for application to be considered complete. See the Hailey Zoning Ordinance for information on application process.

CONDITIONAL USE PERMIT CHECKLIST

City Use Only -

Project Name: _____

Certified Compete by: _____

Date: ____/____/____

The following items must be submitted with the application for the application to be considered complete (✓):

- ___ One (1) large set of plans to scale of proposed conditional use site showing location of:
 - ___ All buildings on the site
 - ___ Parking and loading areas
 - ___ Traffic access and traffic circulation
 - ___ Open spaces
 - ___ Easements
 - ___ Existing and proposed grade
 - ___ Energy efficient considerations
 - ___ Landscaping
 - ___ Refuse and service areas
 - ___ Utilities
 - ___ Signs
 - ___ Property lines
 - ___ North arrow
 - ___ Rendering of building exteriors (where applicable)
- ___ Six (6) 11" x 17" copies of larger plans/maps.
- ___ PDF files of all required documents and 11" x 17" plans/maps
- ___ Proof of interest in subject property.
- ___ Descriptions of:
 - ___ Existing use
 - ___ Proposed conditional use
- ___ Statement evaluating the effects on adjoining property such as elements of noise, glare, odor, fumes and vibration.
- ___ Statement identifying surrounding land uses and discussing general compatibility of the proposed use with adjacent and other properties in the district.
- ___ Statement discussing relationship of proposed use with compliance to the Comprehensive Plan.
- ___ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered. Submit paper copy and electronically on Excel spreadsheet. Names and addresses can be obtained using the Blaine County map server <http://maps.co.blaine.id.us/> or from the Blaine County Assessor's office. Assistance can be provided by the Hailey Planning staff upon request.
- ___ Other information as requested by the Planner to determine if the proposed conditional use meets the intent and requirements of the Hailey Zoning Ordinance.