

CITY OF SUN VALLEY
CONDITIONAL USE PERMIT APPLICATION

File No. CUP-_____

Submittal Date _____

Project Name _____

Legal Description of Property: Lot _____ Block _____ Subdivision _____

Street Address of Property: _____

Current Zoning of Property: _____

Proposed Use: _____

Application Fee: _____ Public Notice Fee: _____ Total Fee: _____

Name of Owner of 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: _____

Application Contact (if different than above): _____

***Contact will be the primary point of contact for questions related to the application.*

Mailing Address: _____ City: _____ State: _____ Zip _____

Phone: _____ Fax: _____ Cell: _____

Email Address: _____

Project Description:

Action Taken: ___Approved ___Denied ___Conditionally Approved ___Other
Please contact the Community Development Department prior to submittal to insure all applicable materials are included. The following items must be submitted with the application for the application to be considered complete:

CONDITIONAL USE PERMIT CHECKLIST

City Use Only

File Number: CUP - _____

Project Name: _____

Certified Complete by: _____ Date: _____

- ___ One (1) large set of plans to scale of proposed conditional use site showing location of:
 - ___ All buildings on site.
 - ___ Parking and loading areas.
 - ___ Traffic access and traffic circulation.
 - ___ Easements.
 - ___ Existing and proposed grade.
 - ___ Landscaping.
 - ___ Hazards/Special Areas of Concern.
 - ___ Existing Use.
 - ___ Anticipated Use.
 - ___ Stamped and addressed envelopes of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered along with a paper copy of same.

If the Conditional Use Permit is associated with a concurrent Design Review application, the additional items are required.

- ___ Six (6) 11"x 17" copies of plans/maps.
- ___ PDF files of all required documents/maps on CD.
- ___ Proof of interest in subject property.
- ___ Statement evaluating the effects on adjoining property such as elements of noise, glare, odor, fumes, vibration and hours of operation, if applicable.
- ___ Statement identifying surrounding land uses and discussing general compatibility of the proposed use with adjacent and/or other properties.
- ___ Statement discussing relationship of proposed use with compliance to the Comprehensive Plan.
- ___ Other information and/or materials as requested by the Community Development Department.