



## APPLICATION FOR SPECIAL USE PERMIT

**FOR PLANNING DEPARTMENT USE ONLY**

Pre-Application Conference (Y)\_\_\_\_ (N)\_\_\_\_ Date\_\_\_\_\_ By\_\_\_\_\_

File Reference Number \_\_\_\_\_ File Reference Name \_\_\_\_\_

Date Received \_\_\_\_\_ By \_\_\_\_\_

Fee \_\_\_\_\_ Receipt Number \_\_\_\_\_ Public Hearing Date \_\_\_\_\_

**1. Applicant or authorized representative:** \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**2. Legal Landowner(s):** (If different than above) Please provide verification of ownership.

Owner: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**3. Purpose of application:** (Attach separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

**4. Current use of property:** \_\_\_\_\_

**5. Current zoning designation:** \_\_\_\_\_

**6. Property Description. Note:** A Legal Description of the property may be required.

a) General Location: \_\_\_\_\_

b) Total site acreage: \_\_\_\_\_ Number and size of existing parcels: \_\_\_\_\_

c) Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

d) RPA Number: \_\_\_\_\_

**7. FEMA Flood Hazard Zone designation:** \_\_\_\_\_

8. Wetlands: Y \_\_\_ N \_\_\_ **Note:** A wetlands delineation of the property may be required.
9. Is the property currently served by city water and sewer? Y \_\_\_ N \_\_\_
10. Is there legal access to the property from a public right-of-way? Y \_\_\_ N \_\_\_
11. Existing or proposed deed restrictions on the property(s), if any (Please attach).
12. Attach the following information:
- a) \_\_\_ A vicinity map identifying the location of the development.
  - b) \_\_\_ A site plan showing the location, dimensions, total floor area of the building(s), and number of structures existing or proposed on the property, including setbacks from property lines; and
  - c) \_\_\_ Parking and maneuvering areas, direction of ingress, egress, location, dimensions, and number of proposed parking spaces, ADA parking; and
  - d) \_\_\_ A landscape and buffering plan showing the location and species of vegetation; and
  - e) \_\_\_ If required, an engineered grading and drainage plan of parking and maneuvering areas.
  - f) \_\_\_ Location of existing water and sewer main lines to the property.
  - g) \_\_\_ Location of existing septic systems (Contact Eastern Idaho Public Health)
  - h) \_\_\_ A statement from the fire protection district indicating fire code requirements.
  - i) \_\_\_ Location of existing wells.
  - j) \_\_\_ Identification of all rivers, streams, drainages, canals, drains, ditches and other watercourses within the area of the proposed use.
  - k) \_\_\_ Identification of all rivers, streams, drainages, canals, drains, ditches, culverts, wells and other watercourses used in the transportation, transfer and/or conveyance of water to any holders of water rights identified within the development area or downstream users affected by the proposed use.
13. Provide a brief description of the physical characteristics of the property (I.E. flat, hilly, sagebrush, pasture irrigation etc.) Please attach 3 or 4 labeled site photographs of the project site.

14. Describe buildings and land uses on adjacent property and give their approximate distance from your property lines. \_\_\_\_\_

15. **Comprehensive Plan.** Provide a statement addressing the following Elements of the Comprehensive Plan: Attach additional sheets or drawings if necessary.

**ELEMENT ONE – Private Property Rights.** Describe the potential impact on neighboring uses and any potentially negative impact on neighboring private property rights and the rights of those uses that are currently in place. \_\_\_\_\_

**ELEMENT TWO – Population.** Indicate the number of potential residents that may be included into the city population base as a result of the proposed use or development. \_\_\_\_\_

**ELEMENT THREE - School Facilities and Transportation.** Describe if the site is served by public school bus routes and the distance from the nearest public school. \_\_\_\_\_

**ELEMENT FOUR - Economic Development.** Describe how the use or development will benefit the economic base of the community. \_\_\_\_\_

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**ELEMENT FIVE - Land Use.** Describe how the proposed the use and development is appropriate for the location and how it is compatible with neighboring land uses. Address performance standards concerning the mitigation of potential of land use conflicts and other compatibility factors that may occur as a result of the proposed use and development. \_\_\_\_\_

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**ELEMENT SIX – Natural Resources.** Describe mitigation for the potential of wildland fire, control of noxious weeds and preservation of water quality. \_\_\_\_\_

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**ELEMENT SEVEN – Hazardous Areas.** Indicate if the site is exposed to flooding, slope failure, or other natural hazards. Describe mitigation of hazardous substances that may be identified or incorporated into the proposed project. \_\_\_\_\_

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**ELEMENT EIGHT - Public Services, Utilities & Facilities.** Describe if the required infrastructure is available needed to serve the development or use (water, sewer, hydrants). Address provisions for mitigation of storm or melt water runoff, public health and safety, emergency response. \_\_\_\_\_

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**ELEMENT NINE – Transportation.** Describe if street improvements fronting the proposed use or development will be needed. Describe how safe and efficient traffic circulation will be assured, including safe ingress and egress to and from the site. A traffic impact analysis may be required. If applicable, please indicate right of way dedications to the City. \_\_\_\_\_

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**ELEMENT TEN – Recreation.** Describe if the proposed use will benefit recreational activities in the City. \_\_\_\_\_

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**ELEMENT ELEVEN - Special Areas and Sites.** Describe if the use or development will effect or enhance the historic integrity of the community. \_\_\_\_\_

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**ELEMENT TWELVE – Housing.** Describe if the development addresses the need for housing in the community, and utilizes good design to conform with the existing land use pattern of the neighborhood. \_\_\_\_\_

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**ELEMENT THIRTEEN - Community Design.** Describe how the development resulting from the use will enhance the appearance of the City. Include any provisions for buffering, signage, lighting, architectural and landscape design. \_\_\_\_\_

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**16. Please sign and notarize the following:**

**I. Applicant.** I (We) the undersigned applicant(s), certify that the statements and information contained in this application are true and correct, and agree to indemnify, defend, or hold the City of Salmon and it's employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me on (date) \_\_\_\_\_

\_\_\_\_\_

Notary Public for Idaho residing at: \_\_\_\_\_

Expiration: \_\_\_\_\_

**II. Legal Landowners (if different than above).** I (We) the undersigned sole legal owners(s) of the subject property certify that the statements and information contained in this application are true and correct, and authorize the person(s) listed above as the applicant on this application to act in my (our) place, and to appear as my (our) agent with respect to this application:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me on (date) \_\_\_\_\_

\_\_\_\_\_

Notary Public for Idaho residing at: \_\_\_\_\_

Expiration: \_\_\_\_\_

**Note: Please provide a complete statement or answer to each line** Incomplete applications will not be accepted, and will cause delay in the processing and scheduling of the public hearing. Upon submittal of an application, the administrator will determine the application for completeness. If an application is determined to be incomplete, the administrator shall contact the applicant and request the materials necessary for completeness. Upon determining the application to be complete, the administrator shall schedule the application for a review date.