



# City of Victor, Idaho

## Conditional Use Application

Permit #: CUP \_\_\_\_\_

Date Received: \_\_\_\_\_

IWORQ #: \_\_\_\_\_

Unit 101, 10 South Main St. | PO Box 122 Victor, ID 83455 | Ph: 208-787-2940 | Fax: 208-787-2357 | www.victorcidityaho.com

**OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**\*APPLICANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\* If the applicant is someone other than the owner, a notarized statement authorizing applicant to act as an agent for the owner must accompany this application.

**APPLICANT MAILING ADDRESS:** \_\_\_\_\_

**APPLICANT EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PARCEL NUMBER(S):** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**CURRENT LOT SIZE:** \_\_\_\_\_ **PROPOSED LOT SIZES:** \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

**PLEASE NOTE:** In order for an application to be deemed complete a digital copy must also be submitted via email, or USB.

- WARRANTY DEED**
- NOTARIZED AUTHORIZATION LETTER FROM PROPERTY OWNER** *(If applicable)*
- UNRECORDED DRAFT DEEDS**
- ANY PLANS SPECIFIED IN THE PRE-APPLICATION CONFERENCE**
- PROPOSED SITE PLAN THAT CONTAINS:**
  - The location of: streets, easements, power lines, buildings, structures, water courses, floodplain, substantial changes in vegetation, water and sewer lines, parking location, landscaping and open space, service areas, existing and proposed signage, and all exterior lighting.
  - Vicinity Map and North Arrow.
  - Property lines with dimensions.
  - Legend with a description for all line weights and symbols used.
- ANY OTHER INFORMATION AS REQUESTED BY THE ADMINISTRATOR**

## REVIEW AND APPROVAL PROCESS

1. Upon determination of a complete application, the Administrator will schedule the Development Review Committee (DRC) meeting with internal and external agencies.
2. Following the DRC meeting the Administrator will certify the application as compliant and will schedule it for the next available Planning and Zoning Commission (PZC) Public Hearing.
3. The PZC will then hold a public hearing and review the application in accordance with the required approval criteria, and voting to approve, approve with modification, or deny the Conditional Use.
4. Upon the granting of a CUP, conditions may be attached to a conditional use permit.
5. An approved Conditional Use Permit expires one (1) year after the approval date unless the applicant has established the use or made substantial progress towards establishing the use.

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## EVALUATION CRITERIA

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The approval or denial of the Conditional Use Application shall be based upon the following standards and criteria, which can be found in the Land Development Code Art 14.7.11.B

1. The use is in compliance with the requirements of Articles 3-7.
2. The use is allowed as a conditional use in the respective zoning district and complies with the specific use standards listed in Article 10.
3. The use complies with the specific standards listed in Article 10 and conditions listed in Article 9, if any, without the granting of any variance.
4. The use is compatible with adjacent uses in terms of location, scale, site design, hours of operation and operating characteristics.
5. Any adverse impacts resulting from the proposed use in the affected area will be effectively mitigated or offset.
6. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.

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## ACCEPTANCE

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The Planning & Zoning Administrator reserve the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

Under penalty of law I hereby certify that I have read and understand this application and state that the information herein is correct. I swear (affirm) that any information which may hereafter be given by me in hearings before the Victor Planning & Zoning Commission or City Council shall be truthful and correct. I further acknowledge that any misrepresentation of the information contained in this application are grounds for rejection of the application or revocation of a decision rendered on the information contained herein.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*OFFICE USE ONLY\***

**FEE - \$987.00**

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_