



# AMENDED CONDITIONAL USE PERMIT APPLICATION

\*\*\*All applicable information must be filled out to be processed.

FILE NO.: \_\_\_\_\_  
 Date Application Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
 Processed by: City: \_\_\_\_\_

**Applicant Information:**

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**PRIMARY CONTACT IS:** *Applicant* \_\_\_ *Owner* \_\_\_ *Representative* \_\_\_

Applicant Name: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Representative (e.g., architect, engineer, developer):  
 Contact: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information:**

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Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
 Requested Condition(s) for Conditional Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Zoning Designation	Comp Plan Designation
Existing		
Proposed		
North of site		
South of site		
East of site		
West of site		

**Site Data:**

Current Conditions	Proposed Changes
Total Acreage of Site: _____	_____
Percentage of Site Devoted to Bldg Coverage: _____	_____
Percentage of Site Devoted to Landscaping: _____	_____
Number of Parking Spaces: Approved _____ Required _____ Proposed _____	
Front Setback: _____	_____
Rear Setback: _____	_____
Side Setback: _____	_____
Side Setback: _____	_____
Site Characteristics: _____	_____
_____	_____
_____	_____
Number and Uses of Proposed Buildings:	
_____	_____
Location of Buildings: _____	_____
_____	_____
Gross Floor Area of Proposed Buildings: _____	_____
Describe On and Off-Site Traffic Circulation: _____	_____
_____	_____
_____	_____
Signs - number, type, location: _____	_____
(include draft drawing) _____	_____
Public Services (state what services are available and what agency is providing the service):	
Potable Water - _____	_____
Irrigation Water - _____	_____
Sanitary Sewer - _____	_____
Schools - _____	_____
Fire Protection - _____	_____
Roads - _____	_____

**Application Requirements:**

*(Applications are required to contain one copy of the following unless otherwise noted.)*

Applicant (√)	Description	Staff (√)
	Pre-application meeting with Planning Department prior to neighborhood meeting.	
	Copy of neighborhood meeting notice sent to property owners within 300 feet and meeting sign-in sheet. (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application.)	
	Completed and signed Amended Conditional Use Application	
	Fee	
	Narrative fully describing the existing use, and the proposed project. (must be signed by applicant)	
	Legal description of property (paper and electronic version with engineer's seal) <ul style="list-style-type: none"> <li>• Submit two (2) paper and one (1) electronic copy</li> </ul>	
	Copy of warranty deed	
	If the signature on this application is not the owner of the property, an <b>original</b> notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.	
	Name and addresses, printed on address labels, of property owners within three hundred feet (300') of the external boundaries of the property being considered as shown on record in the County Assessor's office.	
	List of name(s) and address(es) of all canal or irrigation ditches within or contiguous to the proposed development.	
	Two (2) 11" X 17" vicinity maps showing the location of the subject property	
	One (1) 8 1/2" X 11" vicinity map showing the location of the subject property	
	Two (2) 24" X 36" copies of the site plan showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open spaces, landscaping, trash enclosures and service areas, utilities, easements and right-of-way lines, signs, yards and other information deemed necessary by the Zoning Administrator.	
	Two (2) 11" X 17" copies of the site plan	
	Two (2) 24" X 36" copies of landscaping plans of site, if applicable	
	Two (2) 24" X 36" copies of site grading and drainage plans, if applicable	
	Building elevations showing construction materials	
	Two (2) Electronic versions of the vicinity map, site plan, landscape plan, site grading and drainage plans, and building elevations in PDF format submitted on disks with the files named with project name & plan type. We encourage you to also submit at least one color version for presentation purposes.	
	Signed Certification of Posting with pictures. (see attached posting requirements and certification form)	

**SIGNS (If applicable):**

All signs will require submittal of a sign application.

**FEE REQUIREMENT:**

*\*\* I have read and understand the above requirements. I further understand fees will be collected at the time of filing an application. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star*

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

\*\*NOTE: All presentation boards, material boards, and documentation that are a part of the public hearing shall become property of the City of Star.

*City of Star, P.O. Box 130, Star, Idaho 83669 P: 208-286-7247 F: 208-286-7569*

**AFFIDAVIT OF LEGAL INTEREST**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

I \_\_\_\_\_, \_\_\_\_\_  
 (Name) (Address)  
\_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_  
 (City) (State) (Zip)

being first duly sworn upon oath, depose and say: That I am the record owner of the property described on the attached, and I grant my permission to \_\_\_\_\_,  
 (Name)  
\_\_\_\_\_, \_\_\_\_\_ \_\_\_\_\_  
 (Address) (State) (Zip)

to submit the accompanying application pertaining to that property.

Address or location of property: \_\_\_\_\_

I agree to indemnify, defend and hold the City of Star and its 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 the application.

I understand there may be direct costs incurred by the City in obtaining a review of the application by architects, engineers, or other professionals necessary to enable the City to approve or disapprove the application. I understand that I will be billed on a monthly basis and will remit payment within 30 days.

I hereby grant permission to the City of Star staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Type of application: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**POSTING REQUIREMENTS OF THE CITY OF STAR**  
**STAR CITY CODE 8-1 A-6**

Posting Notice: Not less than ten (10) days prior to the hearing, the applicant shall post a copy of the public hearing notice of the application on the property under consideration. Posting of the property must be in substantial compliance with the following requirements:

1. **Signage Requirements:**

- a. The sign(s) shall consist of 4’x4’ plywood or other hard surface mounted on two (2) 4”x4” posts in such manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three (3) feet above the ground.
- b. Centered at the top of the 4’x4’ sign board(s), in six-inch (6”) letters shall be the words “City of Star Public Hearing Notice.” In addition, each sign will inform the public of the name of the nature of the hearing, the date, time and address of the hearing location, a summary of the proposal to be considered, proposed zoning, a City contact phone number, the location of the development and the name of the applicant, and if applicable, the proposed development. Each sign shall be painted white, and the letters shall be painted black and shall appear on both sides. An example of this sign is set forth below:

Size =  
six (6) inches

Size =  
two (2) inches

Size =  
one and one-half  
(1.5) inches



<b>CITY OF STAR</b>
<b>PUBLIC HEARING NOTICE</b>
<b>THE CITY OF STAR WILL HOLD A PUBLIC HEARING</b>
<b>DATE:</b> September 15, 2009
<b>TIME:</b> 7:00 p.m.
<b>LOCATION:</b> Star City Hall 10769 W. State Street, Star, Idaho
<b>PURPOSE:</b> <i>(Required Information)</i>
<i>Examples:</i> Annexation and Zoning – Sun River Property, Approximately 210 Acres, Requested Zoning MU, C-1 and R-4
(OR)
Preliminary Plat - Pleasant View Subdivision, Approximately 7.66 acres, 29 single-family dwelling lots and 3 Commercial Lots
(OR)
Conditional Use Permit - to Operate a Convenience Store with Fuel Sales
<b>PROPERTY LOCATION:</b>
SW corner of the intersection of South Star Road and Idaho State Highway 44 (State Street)
<b>APPLICATION BY:</b> John Q. Citizen
<b>CONTACT:</b> The City of Star at 286-7247 for additional Information

- 2. **Sign Placement:** The sign(s) shall be posted on the land being considered along each roadway that is adjacent to the subject property boundaries. The sign(s) shall be located on the property, outside of the public right-of-way. If the sign cannot be placed on the property and still be clearly visible, the sign may be placed within the right-of-way if the applicant can obtain the consent of the owner of the right-of-way.
- 3. **Proof of Posting:** The applicant shall submit a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign(s) were posted. Unless the certificate is received by such date, the public hearing will be continued.
- 4. **Sign Removal:** The signs shall be removed no later than three (3) days after the public hearing for which the sign had been posted. A penalty of ten (\$10.00) per day shall be imposed against each applicant for late removal of the signs.

City of Star  
Certification of Posting

I, \_\_\_\_\_, applicant or representative  
(Name)

for the application of file # \_\_\_\_\_, commonly referred to as  
\_\_\_\_\_ which requires a public hearing,

(Subdivision /Parcel #)

have posted the subject property with a public hearing notice sign as required by Star City Code 8-1 A-6D on \_\_\_\_\_ (*date of posting – must be no less than 10 days prior to the hearing*). I am further herewith notified that I must remove the sign within three (3) days after the hearing or any continuation thereof. I understand that failure to remove the sign within the three (3) days shall result in a penalty of ten (\$10.00) per day after the third day. (Resolution 2012-02)

\_\_\_\_\_  
Applicant or Representative Signature

\_\_\_\_\_  
Dated

SUBSCRIBED AND SWORN to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Note:** *This certification must be submitted to Star Planning Department no later than seven (7) days prior to the public hearing. Please attach photos of the posted signs to this certification.*

(Check Off For Applicant)

- Signed/Notarized Certification of Posting
- Picture(s) of Posted Sign Attached

