



CONDITIONAL USE PERMIT APPLICATION

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

FILE NO.: _____ Date Application Received: _____ Fee Paid: _____ Processed by: City: _____
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Applicant Information:

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:

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:

Total Acreage of Site: _____

Proposed Percentage of Site Devoted to Bldg Coverage: _____

Proposed Percentage of Site Devoted to Landscaping: _____

Number of Parking spaces: Proposed _____ Required _____

Requested Front Setback: _____ Requested Rear Setback: _____

Requested Side Setback: _____ Requested Side Setback: _____

Requested Side Setback: _____

Existing Site Characteristics: _____

Number and Uses of Proposed Buildings: _____

Location of Buildings: _____

Gross Floor Area of Proposed Buildings: _____

Describe Proposed On and Off-Site Traffic Circulation: _____

Proposed 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 Depart required 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 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"> • Submit two (2) paper and one (1) electronic copy 	
	Copy of warranty deed.	
	If the signature on this application is not the owner of the property, an original 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 names(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 ½" X 11" vicinity map showing the location of the subject property	
	Two (2) bound 24" X 36" copies of site grading & drainage plans, if applicable	
	Two (2) Electronic versions of the vicinity map, site plan, landscape plan, site grading & 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.	
	If applying for approval of a public school, provide additional information as required by the Public School Facility supplemental checklist per §67-6519	
	Signed Certification of Posting with pictures. (see attached posting requirements and certification form)	

Site Plan (If applicable):

	Site Plan – Two (2) 24" X 36" copies (folded to 8 ½" X 11" size) The following items must be included on the site plan:	
	<ul style="list-style-type: none"> • Date, scale, north arrow, and project name 	
	<ul style="list-style-type: none"> • Names, addresses, and phone number of owner(s), applicant, and engineer, surveyor or planner who prepared the site plan 	
	<ul style="list-style-type: none"> • Existing boundaries, property lines, and dimensions of the lot 	
	<ul style="list-style-type: none"> • Relationship to adjacent properties, streets, and private lanes 	
	<ul style="list-style-type: none"> • Easements and right-of-way lines on or adjacent to the lot 	
	<ul style="list-style-type: none"> • Existing and proposed zoning of the lot, and the zoning and land use of all adjacent properties 	
	<ul style="list-style-type: none"> • Building locations(s) (including dimensions to property lines) 	
	<ul style="list-style-type: none"> • Parking and loading areas (dimensioned) 	
	<ul style="list-style-type: none"> • Traffic access drives and traffic circulation (dimensioned) 	
	<ul style="list-style-type: none"> • Open/common spaces 	
	<ul style="list-style-type: none"> • Refuse and service areas 	
	<ul style="list-style-type: none"> • Utilities plan, including the following: Sewer, water, irrigation, and storm drainage (existing & proposed) 	
	One (1) 8 ½" X 11" copy of site plan	

Landscape Plan (If applicable):

	Landscape plan – Two (2) 24" X 36" copies (folded to 8 ½" X 11" size) The following items must be included on the landscape plan:	
	<ul style="list-style-type: none"> • Date, scale, north arrow, and project name 	
	<ul style="list-style-type: none"> • Names, addresses, and phone numbers of the developer and the person and/or firm preparing the plan 	
	<ul style="list-style-type: none"> • Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings 	
	<ul style="list-style-type: none"> • Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed. 	

	<ul style="list-style-type: none"> Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, storm water detention areas, signs, street furniture, and other man-made elements 	
	<ul style="list-style-type: none"> Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours 	
	<ul style="list-style-type: none"> Sight Triangles as defined in 8-4 A-7 of this Ordinance 	
	<ul style="list-style-type: none"> Location and labels for all proposed plants, including trees, shrubs, and groundcovers (trees must not be planted in City water or sewer easements). Scale shown for plant materials shall reflect approximate mature size 	
	<ul style="list-style-type: none"> Proposed screening structures 	
	<ul style="list-style-type: none"> Design drawings(s) of all fencing proposed 	
	<ul style="list-style-type: none"> Calculations of project components to demonstrate compliance with requirements of this ordinance, including: <ul style="list-style-type: none"> ➤ Number of street trees and lineal feet of street frontage ➤ Width of street buffers (exclusive of right-of-way) ➤ Width of parking lot perimeter landscape strip ➤ Buffer width between different land uses ➤ Number of parking stalls and percent of parking area with internal landscaping ➤ Total number of trees and tree species mix ➤ Mitigation for removal of existing trees, including number of caliper inches being removed 	
	One (1) 8 ½" X 11" copy of landscape plan	
	Building elevations showing construction materials	

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.

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



CITY OF STAR PUBLIC HEARING NOTICE
THE CITY OF STAR WILL HOLD A PUBLIC HEARING
DATE: September 15, 2009
TIME: 7:00 p.m.
LOCATION: Star City Hall 10769 W. State Street, Star, Idaho
PURPOSE: <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
PROPERTY LOCATION:
SW corner of the intersection of South Star Road and Idaho State Highway 44 (State Street)
APPLICATION BY: John Q. Citizen
CONTACT: 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

