

City of Arco

APPLICATION FOR A CONDITIONAL USE PERMIT

NAME _____ PHONE (Home) _____
(Business) _____

MAILING ADDRESS _____

LOCATION OF CONDITIONAL USE REQUEST: _____

CURRENT ZONE CLASSIFICATION Residential

LEGAL DESCRIPTION OF SUBJECT PROPERTY (Attach if necessary) _____

AN APPLICATION FOR A CONDITIONAL USE REQUEST MUST BE ACCOMPANIED BY THE FOLLOWING:

1. A ^{250.-}~~150.00~~ non-refundable fee must be paid at the time application is submitted. The purpose of the filing fee is to cover the costs of legal notices in the newspaper and staff time.
2. An application for a conditional use permit shall be filed at the City of Arco Planning & Zoning Office for which such conditional use is proposed. At a minimum, the application shall contain the following information:
 - A. Name, address and phone number(s) of applicant;
 - B. Legal description of property (with street address, if possible);
 - C. Description of existing use;
 - D. Zoning District;
 - E. Description of proposed conditional use;
 - F. A plan of the proposed site for the conditional use showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and such other information as the Commission may require to determine if the proposed conditional use meets the intent and requirement of this title.
 - G. A narrative statement evaluating the effects on adjoining property. The effect of such elements, including but not limited to, noise, glare, odor fumes and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district; and the relationship of the proposed use to the comprehensive plan.
 - H. If property is owned by someone else other than the applicant, then the applicant must present written, notarized, permission from the property owner.
 - I. The Commission reserves the right to request more information.

J. All supporting documents shall adhere to the provisions found in Title 17 of the Arco City Code.

This application together with all required attachments and application fees shall be submitted at least 30 days prior to the regularly scheduled Planning and Zoning meeting. Any application not filed in the office of the Planning and Zoning Clerk by the required date will be scheduled and considered at the following month's meeting.

Prior to granting a conditional use permit, at least one public hearing in which interested persons shall have an opportunity to be heard shall be held before the Planning and Zoning Commission. At least fifteen (15) days prior to the hearing, notice of the time and place and a summary of the proposal shall be published in the local newspaper. The applicant shall also provide notice of the hearing by regular mail to property owners and residents within the land being considered, three hundred (300) ft beyond the external boundaries of the land being considered, and any additional area that may be substantially impacted by the proposed conditional use as determined by the Commission. A list of those who were mailed notices shall be given to the Planning and Zoning Clerk.

Within forty-five (45) days after the public hearing, the Commission shall give approval, conditional approval or disapproval of the application for conditional use permits as presented.

Within ten days after a decision has been rendered, the Planning and Zoning Clerk shall provide the applicant with written notice of the action or request. Such notice shall include notification of an appeal to the City of Arco Council if needed. The applicant will have ten (10) days to appeal the Planning and Zoning Commission decision to the Arco City Council.

Such appeals must be filed with the Planning and Zoning Staff Clerk. The City of Arco Council shall have 45 days to act upon such appeals and may either affirm the Planning and Zoning Commission decision, or not affirm such decision, or modify such decision. The right to appeal to the Arco City Council is in accordance with Idaho State Code 67--6521.

The Planning and Zoning Commission reserves the right to not officially accept this application until total review is accomplished and all required information is submitted. The Planning and Zoning Commission will establish the date of the public hearing upon the acceptance of a complete application.

Signature of Applicant

Date

DATE RECEIVED: _____ ACCEPTED _____

PLANNING AND ZONING COMMISSION HEARING DATE: _____