



## Planning and Zoning Application & Checklist

### CONDITIONAL USE PERMIT

Owner(s) Name: \_\_\_\_\_

Applicant Name\*: \_\_\_\_\_

*\*A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Subdivision/Development Name: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Acres: \_\_\_\_\_

Zone(s): \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Do you currently have plans submitted for a Building Permit? Y / N \_\_\_\_\_  
(Permit #)

### SECTION I. Required Items to be Submitted – Hard Copy & Digital

\_\_\_\_ Proof of ownership or valid option/lease agreement

\_\_\_\_ Vicinity map

\_\_\_\_ **Site plan:** *A plan of the proposed site showing the location of all structures, parking, and access points (existing and proposed).*

\_\_\_\_ **Narrative:** *Attach a brief statement describing the proposed use and respond to the following:*

1. Describe the effects of such elements as noise, glare, odor, fumes, and vibration on adjoining property;
2. the general compatibility with adjacent and other properties in the district; and
3. the relationship of the proposed use to the Comprehensive Plan.

## **SECTION II. Evaluation Criteria**

The P&Z Commission shall review the particular facts and circumstances of each proposed conditional use in terms of the following standards and shall find adequate evidence showing that such use at the proposed location:

1. Will, in fact, constitute a conditional use as established on the district regulations for the zoning district involved;
2. Will be harmonious with and in accordance with the general objective or with any specific objective of the Comprehensive Plan and/or the Zoning Ordinance;
3. Will be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
4. Will not be hazardous or disturbing to existing or future neighboring uses;
5. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structure, refuse disposal, water and sewer and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately and such services;
6. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

## **SECTION III. Review & Approval Process**

1. The Planning and Zoning Administrator will schedule the request on the next available P&Z Commission agenda and post a public hearing notice. The public hearing notice includes publication in the newspaper and notice mailed to all property owners within 300' of the subject property.
2. Prior to granting a conditional use permit (CUP), studies may be required of the social, economic, fiscal, and environmental effects of the proposed conditional use.
3. The P&Z Commission will hold a public hearing, review in accordance with the evaluation criteria and the Comprehensive Plan and vote to approve, approve with conditions, or deny the CUP.
5. Upon the granting of a CUP, conditions may be attached to a conditional use permit including, but not limited to, those:
  - Minimizing adverse impact on other development;
  - Controlling the sequence and timing of development;
  - Controlling the duration of development;
  - Assuring that development is maintained properly;
  - Designating the exact location and nature of development;
  - Requiring the provision for on-site or off-site facilities or services; and
  - Requiring more restrictive standards than those generally required in this Title;

## **SECTION IV. Acceptance**

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

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

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

**I have read and understand this application, review procedures, and responsibilities which accompany this application.**

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date

**\*OFFICE USE ONLY\***

**FEE: \$ 710** (plus any additional cost incurred) must accompany this completed application.

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

P&Z File #: \_\_\_\_\_