



Planning and Zoning Application & Checklist

PUD USE EXCEPTION

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: _____

Subdivision/PUD Name: _____

Proposed Use: _____

Total Acres in the PUD: _____ Total Acres for proposed use: _____

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

____ Proof of ownership or valid option agreement

____ **Site plan:** *Identify the area and any buildings for the proposed use in relation to the property boundary lines. Submit six (6) copies printed at least 11x17 in size and a PDF.*

____ **Scaled drawing of elevations for any proposed buildings:** *Submit six (6) copies printed at least 11x17 in size and a PDF.*

____ **Narrative:** *Attach a statement and any supporting information describing the request and how it complies with the criteria.*

____ **Additional information may be required in order to adequately review the proposal.**

OFFICE USE ONLY

FILE #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

SECTION II: Evaluation Criteria

Upon recommendation of the Planning & Zoning Commission, the City Council may authorize specific uses not normally permitted by the use regulations of the district in which the development is located. The P&Z and City Council may grant a Use Exception, upon finding that the following are met:

1. The uses permitted by the exception are strongly related to the principal use of the development, and have the purpose of providing services or facilities useful or complementary to the primary use.
2. No more than five percent (5%) of the total area of the project shall be devoted to the uses permitted by the exception.
3. The uses permitted by the exception are integrated into the overall project by:
 - a. Being located in proximity to and within convenient walking distance of the primary uses.
 - b. Utilizing one or more of the main vehicular accesses to the primary use site as the main access to the exception site or interconnection through a system of private roadways and/or pathways.
 - c. Providing pedestrian and bicycle pathway connections with the primary use site.
 - d. Orienting buildings on the exception site to facilitate vehicular and/or pedestrian access from the primary use site.
 - e. Continuing architecture, landscaping, and building bulk concepts from the primary use into the use of the exception site so they are consistent and harmonious throughout the development.
4. The use(s) permitted by the exception are neighborhood- or community serving in size and character and not regional, and are not detrimental to adjacent neighborhoods in location and character.

SECTION III. Review & Approval Process

1. Upon acceptance of a complete application and project review is complete, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission agenda.
2. The Planning and Zoning Commission will review the application in accordance with the evaluation criteria and the Comprehensive Plan and forward a recommendation with findings to the City Council.
3. The City Council will then review and vote to approve, approve with modifications, or deny the Use Exception.

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 Annexation 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 the Annexation application, review procedures, and responsibilities which accompany this application.

Owner(s) Signature

Date