



# Conditional Use Permit Application

## Applicant/Owner Information:

In the event there is more than one property owner for the subject property for which a conditional use permit is being sought, all owners of the subject property shall sign as applicants, in order for application to be complete. If the applicant is a limited liability company, partnership, corporation, or other such entity, then the applicant shall file the appropriate paperwork from the entity-applicant, proving that the application signatory has authority to bind the entity to the terms of the application and any permit, arising therefrom. Any application that does not contain all appropriate signatures, shall be deemed incomplete and will not proceed to hearing before the Commission until appropriately signed and executed. *(Cassia County Code 9-13-2)*

<b><u>Applicant/Authorized Agent</u></b> <i>(Attach additional pages if Necessary)</i>
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Contact Phone # _____
Email: _____

<b><u>Property Owner of Record</u></b> <i>(Attach additional pages if Necessary)</i>
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Contact Phone # _____
Email: _____

## Property Information:

Location of Property: \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_

Legal Description of Property: (Attach if Necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Current Zoning District of the premises: \_\_\_\_\_

Description of Proposed Conditional Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Submittals:**

- 1. **Conditional Use Permit Application** with name, address and phone number of applicant, and non-refundable application fee.
- 2. **Site Plan:** A plan of the proposed site for the conditional use showing the location of all buildings, parking and loading area, 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 special use meets the intent and requirements of this title;
- 3. **Legal Description:** of property.
- 4. **Zoning District:** of the premises.
- 5. **Conditional Use:** Description of proposed conditional use.
- 6. **Narrative Statement:** Attach a narrative statement discussing the potential effects of the use on adjoining property; the potential for such elements as noise, glare, odor, fumes and vibration on adjoining property; a discussion of the general compatibility of the proposal with adjacent and other properties in the district; the relationship of the proposed use to the comprehensive plan **and a discussion that explains how this proposal will meet each of the following standards, as listed in 9-13-3 of County Code:**
  - A. **Qualify:** Will, in fact, constitute a conditional use as established by the official schedule of zoning regulations for the zone involved.
  - B. **Meet General Obligations:** Will be harmonious with and in accordance with the general objectives or with any specific objective of the comprehensive plan and/or the zoning ordinance.
  - C. **Maintain Character:** Will be designed, constructed, operated and maintained to be reasonably 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 general vicinity.
  - D. **Hazards:** Will not be unreasonably hazardous or disturbing to the existing or future neighboring uses.
  - E. **Facilities:** Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools; or that the persons or agencies responsible for the establishment of the proposed use will provide adequately for any such services.
  - F. **Economic Welfare:** Will not create excessive additional requirements at public cost for public facilities and services and will not be unreasonably detrimental to the economic welfare of the community.
  - G. **Conditions of Operation:** Will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, pollution or odors.
  - H. **Harmful Conditions:** Will not be or create conditions that are unreasonably harmful or dangerous to the individual safety or welfare of persons on the premises of the use or living or working in the vicinity of the use; or will not be or create conditions that could be unreasonably harmful to the general safety, health or welfare of the community.
  - I. **Vehicular Approaches:** Will have vehicular approaches to the property which are so designed as not to create safety hazards or interference with traffic on surrounding public thoroughfares.

- J. **Scenic And Historic Features:** Will not result in the destruction or loss or damage to any natural, scenic or historic feature of importance to the public.
- 7. **List of Property Owners** owning land located within a one-mile radius of the exterior boundaries of the premises upon which the proposed conditional use is to be conducted.
  - 8. **County Weed Plan:** A plan developed in conjunction with the **Cassia County Weed Department** setting forth suitable methods, managements and practices for controlling weeds on and involved with the proposed development herein. Weeds shall be defined by state of Idaho noxious weed statutes, laws and regulations.
  - 9. **If CUP is for CAFO Permit,** show compliance with *Title 9, Chapter 11*.
  - 10. **Applicant shall obtain an impact statement** from the irrigation district, canal company, groundwater district, surface water district, public water system, or any other such like entity (such entities being referred to hereinafter as “Water System”) within which Applicant’s proposal will be located. Such impact statement is required before the Application can be deemed complete, so as to proceed to hearing before the Commission. Applicant shall provide the appropriate Water System with a copy of its proposed change of use and a copy of the Applicant’s proposal that was filed with the Zoning and Building Department for Cassia County. The affected Water System shall then provide a report detailing the impact of the proposed change of use on the Water System and shall set forth any concerns or information that the Water System has, relative to the proposed use, that would negatively impact the Water System’s stabilization or conservation actions. The Water System may also propose reasonable conditions to be considered for imposition upon the Applicant related to mitigating or minimizing such negative impacts on the Water System. Water System shall provide Applicant with an estimate of the cost of preparation of such impact statement before beginning its preparation. Applicant shall pay reasonable costs of the preparation of an impact statement to the affected Water System.
  - 12. **Certificate of Mailing, Notice of Hearing, Affidavit of Publication & Affidavit of Posting** (to be submitted after hearing date has been scheduled, and in accordance with 9-13-3 of County Code).

Upon departmental review for completeness of the application and accompanying documentation, the application will be scheduled for hearing and placed on the next available Planning and Zoning agenda. Applicant will be notified of the scheduled hearing information, or if additional information is needed to process the application. The County Code for the Conditional Use requirements and application is found in Cassia County Code 9-13. Please review and follow **all** code requirements when submitting applications. A sample notice of hearing protocol for the applicant’s review and reference and is also viewable or downloadable online at: **Cassia County Code:** <https://www.cassia.gov/county-code>, **other forms** as well can be found at: <https://www.cassia.gov/county-forms-applications>. *(Most of the Applications are fillable)*

***Until all items listed herein are submitted to the satisfaction of the zoning administrator, any application made with the zoning department is deemed only to be lodged, but not to be filed. Applications shall be considered and determined based upon the regulations existing as of the date of filing of the application, unless otherwise provided for by action of the Board of County Commissioners.***

**Applicant / Authorized Agent / Property Owner Certification:**

*I hereby certify that all information submitted for this application is true and accurate, is prepared to the best of my ability and knowledge, and request that this application be processed for consideration as a conditional use permit. Additionally, I hereby authorize agents of the county to enter upon this subject property for purposes of review concerning the pending application and for determining compliance with applicable county regulations.*

\_\_\_\_\_  
Signature of Applicant/Authorized Agent  
***(Attach additional signature pages if necessary)***

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner  
***(Attach additional signature pages if necessary)***

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

**For Office Use Only:**

Date Application Lodged: \_\_\_\_\_ By: \_\_\_\_\_

Fee **\$600.00** Paid: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card: \_\_\_\_\_

Application # \_\_\_\_\_