



**CITY OF EMMETT**  
**SPECIAL USE PERMIT SUBMITTALS AND CHECKLIST**  
(Not a business license or building permit)

CITY OF EMMETT  
601 E. 3<sup>rd</sup> Street, Emmett, Idaho 83617 www.cityofemmett.org  
phone: (208) 365-9569 fax: (208) 365-4651

**DESCRIPTION OF EXISTING USE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF PROPOSED SPECIAL USE: (Attach other sheets if necessary):**

\_\_\_\_\_  
\_\_\_\_\_

**Submittal Requirements:**

**FEE:** Category 1: All residential uses (e.g. daycare with 5 or fewer children), excluding multi-family dwelling: \$180.00  
Category 2: Commercial and industrial uses (up to 5 acres in total developed site area): \$315.00  
Category 3: Commercial and industrial uses (greater than 5 acres in total developed site area): \$400.00

**LEGAL DESCRIPTION:** A metes and bounds description or lot and block reference of proposed property.

**SITE PLAN:** A plan of the proposed site for the special 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 and yards.

**PROOF OF OWNERSHIP OR VALID OPTION HOLDER:** Attach a copy of your property deed, option agreement, quit claim deed, or title report with a complete legal description.

- \***PLAT MAP:** show property under consideration and surrounding properties.
- \***AERIAL PHOTO:** Show property under consideration and surrounding properties
- \***(THE ABOVE ITEMS WILL BE PROVIDED BY THE ZONING STAFF)**

**LETTER OF INTENT:** A narrative statement addressing the following nine standards:

**GENERAL STANDARDS APPLICABLE TO ALL SPECIAL USES:**

The Commission shall review the particular facts and circumstances of each proposed special 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 special use as established on the Official Schedule of District Regulations for the zoning district involved;
2. Will be harmonious with and in accordance with the general objectives or with any specific objective of the Comprehensive Plan and/or 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 structures, refuse disposal, water and sewer and schools, or that the persons or agencies responsible for the establishments of the proposed use shall be able to provide adequately any 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;
7. Will not involve uses, activities, processes, materials, equipment and conditions or operation that will be detrimental to any persons, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
8. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares; and
9. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

### Checklist

<u>SUBMITTALS</u>	<u>APPLICANT</u> (√)	<u>STAFF</u> (√)
FEE		
SITE PLAN		
A) Building Locations		
B) Parking and loading areas		
C) Traffic access and circulation		
D) Open spaces		
E) Refuse and service areas		
F) Utility locations (if new construction or modifying location)		
G) Sign location (s)		
H) Other natural features of site		
LANDSCAPE PLAN		
PROOF OF OWNERSHIP		
PLAT MAP	N/A	
AERIAL PHOTO	N/A	
LETTER OF INTENT		
PROPERTY OWNER LIST WITHIN 300'	N/A	

ANY PROPERTY OWNER WHO FEELS THE DECISION OF THE ZONING COMMISSION ADVERSELY AFFECTS THEIR PROPERTY HAS THE RIGHT TO APPEAL THE DECISION TO THE CITY COUNCIL WITHIN (20) DAYS OF THE FROM THE DATE OF THE NOTICE OF THE DECISION.

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted. The date of the public hearing will be established by the Administrator upon the acceptance of a completed application.

**The applicant is responsible to pay any City Engineer fees that are associated with the application.**

Applicant's  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*FOR OFFICE USE ONLY\*\***

APPLICATION  
COMPLETION DATE: \_\_\_\_\_ COMMISSION HEARING DATE: \_\_\_\_\_