



# Conditional Use Application

Approval Process: see [Article 14.7.10.– Conditional Use](#)

Application Number: \_\_\_\_\_  
IW #: \_\_\_\_\_

Date application received: \_\_\_\_\_

**Prior to submitting a Variance Application you must participate in a Pre-Application Conference with Planning, Engineering and Public Works staff to discuss the procedures, standards, and required supporting materials needed to review and approve your project. [Pre-Application Conference request form.](#)**

A Conditional Use Permit can only be issued for the uses identified in [Article 10](#) as uses requiring a Conditional Use Permit. The intent is to provide standards to mitigate the effects these uses may have on the public and surrounding property owners.

## Property Owner's Information

Owner's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Applicant/Authorized Representative's Information (if application is being represented on owner's behalf)

Applicant's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is applicant other than the owner? Yes \_\_\_\_\_ No \_\_\_\_\_

If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. A sample letter of authorization is available on City of Victor website: [Authorization Letter](#)

## Property Information

Street Address of Project: \_\_\_\_\_

Location/Legal Description: Section, Township, Range: \_\_\_\_\_

Current Zoning and Use of Property: \_\_\_\_\_

Are other applications for this property being submitted simultaneously? Yes \_\_\_ No \_\_\_

If yes, what other applications have been submitted? \_\_\_\_\_

\_\_\_\_\_

## Property Owner(s)' Consent:

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Submittals Required:

- Proof of interest in the subject property (Warranty Deed).
- Letter of Authorization, if applicable.
- All plans/studies identified during the Pre-Application Conference required for the Property Development Plan.
- Narrative description of existing use of property.
- Plans
  - Site Plan, drawn to scale and with scale indicated, showing the location of:
    - North arrow
    - Property lines, with dimensions of each side indicated
    - Buildings (existing and proposed), with setbacks from property lines indicated
    - Water line, sewer line, electric, and phone utilities (existing on site and/or proposed ties to proposed buildings)
      - *To locate utilities call Dig Line 800-342-1585*
    - Easements (utility easements, access easements, etc – both public and private)
    - Existing grade on site and proposed grade
    - Parking and loading areas (existing and proposed)
    - Traffic access or driveway (existing and proposed)
    - Traffic circulation on and through site
    - Landscaping and open spaces
    - Refuse and service areas (storage or trash cans or outdoor storage areas)
    - Existing signage and proposed signage
      - *Proposed signage may require a separate [Sign Permit Application](#)*
    - Exterior Lighting location(s) (existing and proposed)
    - **One paper 18"x24" copy for display, one paper 11" x 17" file copy, one paper 8"x11" for noticing must be submitted.**
  - Elevation drawings for proposed buildings, and existing buildings, where applicable
- Narrative statement evaluating effects of elements as noise, glare, odor, fumes, and vibration that your special use, conditional use, or variance will have on adjoining properties
- Narrative statement identifying surrounding land uses and discussing the general compatibility of the proposed use with adjacent and other properties in the district.
- Narrative discussion of the relationship of the proposed use to the Comprehensive Plan
  - The [City of Victor Comprehensive Plan](#) is available online at [www.victorcityidaho.com](http://www.victorcityidaho.com)
- Any other information as requested by the Administrator to determine if the proposed variance meets the intent and requirements of the Victor Development Ordinance.

**1 digital copy of the entire application, including all narratives and site plan and elevation drawings where applicable, must be submitted. The digital copy can be submitted on a CD, or on a USB drive.**

**Process:**

See the Victor Municipal Code: [Article 14.7.10.– Conditional Use](#)

**Approval Criteria Used for a Conditional Use Permit:**

1. The use is in compliance with the requirements of Articles 3-7.
2. The use is allowed as a conditional use in the respective zoning district (Article 10).
3. The use complies with the specific use standards listed in Article 10 and conditions listed in Article 9, if any, without the granting of any variance.
4. The use is compatible with adjacent uses in terms of location, scale, site design, hours of operation and operating characteristics.
5. Any adverse impacts resulting from the proposed use in the affected area will be effectively mitigated or offset.
6. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.

**Appeals:**

Applicants or affected property owners unsatisfied with the Planning and Zoning Commission’s decision, based on the identified criteria for approval, may submit in writing an appeal identifying the specific criteria that were not met, along with the associated fee, no more than 14 days after the written decision of the Planning and Zoning Commission’s decision are delivered.

The appeal will be heard by the City Council. Decisions of the City Council are final. Applicants or affected property owners shall have no more than 14 days after the written decision are delivered to request reconsideration by the Council. If still not satisfied with a decision of the City Council one may pursue appeals to District Court within 28 days of the written decision being delivered.

**Fees:**

Application:                    \$987.00

<b>Total Due</b>	\$ _____
<i>(Additional fees may be billed for direct charges, such as review by contracted specialists, etc)</i>	

**For Office Use Only**

**Permit #:** \_\_\_\_\_

**Reviewed with Applicant by** \_\_\_\_\_ **Date** \_\_\_\_\_  
Signature

**Planning and Zoning Administrator** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Planning and Zoning Commission Hearing Date:** \_\_\_\_\_

**Reviewed by Public Works** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed By P&Z Chair** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed By Fire Chief** \_\_\_\_\_ **Date** \_\_\_\_\_

**Variance Approved: YES**\_\_\_ **NO**\_\_\_ **CONDITIONS YES**\_\_\_ **NO**\_\_\_

**Conditions for approval:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow Up Inspections** \_\_\_\_\_ **Date** \_\_\_\_\_