



CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254

Phone: 208-847-0824 | Fax: 208-847-3867 | Email: montcity@dcdi.net

CONDITIONAL USE PERMITS MUST BE SUBMITTED 30 BUSINESS DAYS PRIOR TO THE PUBLIC HEARING

CONDITIONAL USE PERMIT APPLICATION

Applicant Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner/Developer Information (if other than applicant)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property of Consideration

Address/ General Location: _____

Legal Description of Property (attach legal description): _____

Current Zoning District: _____

Current Use of Property: _____

Surrounding Land Use: _____



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Proposed Land Use: _____

Narrative & Vicinity Map

Description of proposed conditional use: _____

Attach a brief statement concerning the following:

1. The effects on adjoining property, including the effects of noise, glare, odor, fumes and vibration;
2. A discussion of the general compatibility with adjacent and other properties in the district;
3. A statement discussing the relationship of the proposed use to the comprehensive plan.

****VICINITY SKETCH:** Include a plan of the proposed site for the conditional use including the location of all buildings, parking and loading areas, traffic access and circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and other information as the Planning and Zoning Commission may require to determine if the proposed conditional use meets the intent and requirements of this chapter. **

Conditional Use Permit Application Process

- Applications must be submitted at least **thirty (30) business days** prior to the public hearing to ensure they meet the deadline for agenda items to be submitted for the Planning and Zoning agenda.
- Late applications will be held for the next meeting's agenda.
- Incomplete applications will not be accepted.
- The applicant or a representative must be present at the scheduled public hearing.
- If the applicant is not the legal owner on record for the property, then a Statement of Legal Interest, signed by the owner, must be submitted with the application.
- A **\$250.00 fee** must accompany this completed application. **The applicant is also responsible for costs accrued for the required posted legal ad.**
- The application fees are non-refundable.
- Upon receipt of the application for a Conditional Use Permit the Planning and Zoning Commission will hold a public hearing, publish a notice in a newspaper, and give written notice to all parties as required.



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- At the Public Hearing you will present your request. The Planning and Zoning Commission will then approve, deny, or approve with condition(s). If your Conditional Use Permit is approved by the Commission, it will then be scheduled for the City Council
- At the City Council hearing, you will again need to be present or have an agent available to answer questions. Action taken by the City Council is final, and the Conditional Use Permit in question may not be resubmitted to the Zoning Administrator within 12 months following such action.

Acknowledgement

Approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

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 acceptance of a complete application.

I, _____ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

Signature

Date

FOR OFFICE USE ONLY

Date Received: _____ Hearing Date: _____

Decision: _____ Decision Date: _____