

City of Rathdrum
Planning & Zoning
8047 W. Main Street
Rathdrum, ID 83858

208 687-2700 ext. 124



CONDITIONAL USE PERMIT APPLICATION

(Conditional Use Permits Addressed in Code Section 11-8)

Make an appointment with the City Planner and Building Official prior to preparing your application.

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Legal Owner-Name: _____ Phone: _____

Legal Owner-Address: _____

Contact Person-Name: _____ Phone: _____

Contact Person-Address: _____

Street Address of Property: _____

Legal Description: Lot # _____ Block # _____ Parcel # _____

Subdivision: _____ Current Zoning District: _____

Attach the following information:

1. Written description of both the existing and proposed use of property.
2. Written description of the steps you intend to take to minimize the impacts on surrounding properties from the proposed land use.
3. Site plan showing the following information for both the existing and proposed land uses:

- Location of all buildings
- Traffic access and circulation
- Signage
- Parking and loading areas
- Open spaces and landscaping
- Service areas

NOTE: Site plans need to be prepared by a design professional unless the Planning and Zoning Administrator finds otherwise.

4. Listing and three (3) sets of mailing labels of property owners within a 300 foot radius of the property as prepared by a licensed Kootenai County title company and issued within the past 60 days. Include your own address and others whom you wish to receive hearing notices.
5. Processing fee made payable to the City of Rathdrum: \$591.00 (Fee covers all city review processes, including cost of publication and mailing of the legal notice)

Applicant's Signature

Date



CONDITIONAL USE PERMIT PROCESS

The following flowchart is provided as a general guideline. Please make an appointment with the City Planner prior to submitting your application for a conditional use permit.

