

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