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: _____ (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.

Submit completed application along with required documents and filing fee.

PUBLIC HEARING with Planning & Zoning Commission scheduled after application found to be complete

Legal notice published in the Coeur d'Alene Press at least 15 days prior to public hearing,

Legal notice sent by regular mail to property owners within 300 feet and posted on property, at least 10 days prior to the public hearing,

P&Z Commission reviews Application at public hearing and forwards recommendations/ findings to approve or deny to City Council.

City Council reviews findings and approves or denies the application.

Written notice of City Council's decision forwarded to the applicant .

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