



CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDES WITH NO STAPLES.

Applicant
Use

STAFF
USE

- Date of pre-application meeting: _____
Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Data Tables Below:

SITE DATA		
	Proposed	Required
Total Acreage of Site		
Percentage of Site Devoted too Building Coverage		
Percentage of Site Devoted to Landscaping		
Number of Parking Spaces		
Front Setback		
Rear Setback		
Side Setback		
Side Setback		

EXISTING SITE CHARACTERISTICS

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GENERAL SITE DESIGN FEATURES

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Number and Uses of Proposed Buildings:

Proposed Building Height:

of Stories:

Gross Floor Area of Proposed Buildings:

Describe On and Off-Site Circulation:

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SPECIAL ON-SITE FEATURES

Areas of Critical Environmental Concern:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Evidence of Erosion:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Fish Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Floodplain:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Mature Trees:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Riparian Vegetation:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Steep Slopes:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Stream/Creeks:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Unique Animal Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Unique Plant Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Unstable Soils:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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Wildlife Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
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PUBLIC SERVICES	
Potable Water: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Irrigation Water: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Sanitary Sewer: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Fire Protection: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Street(s) providing access:	
Schools serving this location:	
Elementary School(s):	
Middle School(s):	
High School(s):	

- Names and addresses of all adjoining property all property owners and purchasers of record owning property located within the respective radius of the exterior boundary of the application property as set forth in table D-1 below. The addresses shall be submitted to the City on two (2) sets of address labels, and a map showing the addresses in relation to the land being considered shall be submitted.

TABLE D-1 - Eagle City Code Section 8-7-8(D)	
Application properties zoned:	The notice distance needs to be:
RR and RUT	1,500-feet
A and A-R	1,500-feet
R-E	1,000-feet
R-1	800-feet
All other zones	500-feet

- Verification of a neighborhood meeting being held prior to the submittal of this application. The verification shall include the time, date, and location of the meeting, a copy of the letter mailed by the applicant, a copy of the mailing list, and a sign-up sheet from the meeting. **Refer to [Eagle City Code Section 8-7-8 \(B\)\(1\)](#) for noticing requirements and neighborhood meeting requirements.**
- Legal description of property that meets and bounds to the center line of all right of ways with appropriate closure to meet the standards of the Ada County Engineer.
- Copy of Deed.
- If the signatory on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.
- One (1) 8 ½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- One (1) 8 ½" x 11" colored vicinity map showing the proposed plat superimposed in the project location and the surrounding area up to ¼ mile from project boundaries.
- Five (5) 24" x 36" copies **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**, and one 8 ½" x 11" reduction of the proposed site for the conditional use showing the

location of all buildings, parking and loading areas, traffic access and traffic circulation, open spaces, landscaping, trash enclosures and service areas, utilities, signs, yards, and such other information deemed necessary by the Zoning Administrator to determine if the proposed conditional use meets the intent and requirements of the Eagle City Code. **Additional plans will be required once the hearing has been scheduled.**

- One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:
 - Pathway locations, type, and width.
 - Sidewalk locations, type, and width.
 - Location of existing easements for irrigation companies.
 - Indicate location of canal routes and specify which ones will be covered and which will stay open
- One (1) copy of any canal company license agreements (if applicable).
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- A written narrative giving the description of the existing use and a detailed description of the proposed conditional use.
- A written statement addressing each issue below in the order outlined "A" through "I". The applicant shall address how the conditional use:
 - A. Will, in fact, constitute a conditional use as established in [Section 8-2-3](#) of this title (Eagle City Code Title 8) for the zoning district involved;
 - B. Will be harmonious with and in accordance with the general objectives or with any specific objective of the [Comprehensive Plan](#) and/or Eagle City Code Title 8;
 - C. Will be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
 - D. Will not be hazardous or disturbing to existing or future neighborhood uses;
 - E. Will be served adequately by essential public facilities such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
 - F. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community;
 - G. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
 - H. Will have vehicular approaches to the property which are designed as not to create an interference with traffic on surrounding public thoroughfares; and

I. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

- Public hearing signs shall be posted on the land prior to the Planning and Zoning Commission hearing and again prior to the City Council hearing in accordance with [Eagle City Code Section 8-7-8 \(E\)](#).
- A high-resolution digital copy of all plans and documents with each page saved as a separate file.
- APPLICANT/REPRESENTATIVE MUST ATTEND CITY COUNCIL MEETING.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature