



Application for Conditional Use Permit
Filing Fee: \$225.00 - Board of Adjustments or City Council
\$325.00 - Both
\$ 50.00 - Advertising

Applicant Information		
Representing Company:		
Contact Name:	Phone:	
Address:	Fax:	
City:	State:	Zip:
Email:		
Owner Information (if other than applicant)		
Name:	Phone:	
Address:	Fax:	
City:	State:	Zip:
Email:		
Planning Information		
Project Name:		
Project Location:		
Current Zone(s):		
Comprehensive Land Map Use Designation:		
Gross Area (total acres):		
Intent of Conditional Use Permit:		

Fees

Application Filing Fee(s): Due at time application is submitted

Advertising Fee: \$ 50.00

Application Fee: \$225.00 Planning Commission or City Council
\$325.00 Both

Signature of Applicant(s)

	Date:
	Date:

Site Plan Requirements

All site plans shall be drawn on a sheet obtained from the City of Idaho Falls Engineering Department or a computer-generated sheet using the template disk provided by the City of Idaho Falls Engineering Department.

- Name, telephone number, and email address of site plan contact person.
- A clean, legible, site plan on 24" x 36" sheet(s).
- A digital version of the site plan in .dxf or .dwg format.
- Standard engineering scale of drawing, 1" = 20' or 1" = 100' for legibility.
- North Arrow.
- Legal description.
- Address of proposed building site.
- Street names.
- Street and alley rights-of-way.
- Utility easements.
- Existing and proposed public improvements, all utilities including location and size of proposed service water and sewer lines.
- Size and location of existing or proposed building and structures.
- Distances from buildings to rights-of-way, easements and lot lines.
- Existing and proposed access points, including dimensions.
- Location of sidewalks and pedestrian ways.
- Location, size and type of fences and walls.
- Parking area layout including loading area with dimensions of parking stalls and drive aisles and parking area lighting system.
- Storm drainage from the roof and parking lot areas.
- Exterior lighting fixtures with type, dimensions and foot candles.
- Landscaping layout with type and dimensions of landscape materials.
- Type, dimensions, and location of existing and proposed public and private signs.
- Garbage dumpster location, must have 8' x 8' inside diameter per container.
- All existing or proposed fire hydrant locations within 1000' of development or distance in feet to nearest hydrant and Fire Department Connection (FDC).
- Affidavit of Legal Interest.

Owner or representative is responsible for the verification of all existing utilities, easements, rights-of-way and other features shown on the site plan. The owner shall be responsible for

- Time, date and location of the Neighborhood Meeting.
- Names and addresses of property owners to whom notice was sent.
- Names and addresses of all attendees.
- Summary of comments, suggestions and discussions. (A verbatim transcript of the Neighborhood Meeting **is not** required nor is a video and/or audio tape (unless the applicant wishes to submit it).
- Applicant's response to comments, suggestions and discussion, including and modifications made or intended to be made to the project proposal/application as a result of the Neighborhood Meeting comments.
- Materials utilized or submitted (including plans, proposals, designs, power point presentations, maps, handouts, petitions, letters, studies, etc.) shall be submitted with the application for the related project(s). The summary of comments, suggestions and discussion should be extensive enough to allow the reader to understand what occurred.
- Notice of Hearing.