



SPECIAL USE PERMIT SUBMITTALS AND CHECKLIST

(Not a business license or building permit)

GEM COUNTY DEVELOPMENT SERVICES
109 South McKinley, Emmett, Idaho 83617 www.co.gem.id.us
phone: (208) 365-5144 fax: (208) 365-2499

DESCRIPTION OF EXISTING USE: _____

DESCRIPTION OF PROPOSED SPECIAL USE: (Attach other sheets if necessary):

Submittal Requirements:

FEE: Category 1: All residential uses (e.g. daycare): \$225.00
Category 2: Commercial and industrial uses (up to 5 acres): \$300.00
Category 3: Commercial and industrial uses (greater than 5 acres): \$450.00

LEGAL DESCRIPTION: A metes and bounds description or lot and block reference of proposed property.

SITE PLAN: A plan of the proposed site for the special use showing the location of all buildings, parking and loading area, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs and yards.

LANDSCAPE PLAN as per Gem County Zoning Ordinance; Chapter 6; Section 6-6; Subsection C-1-C.
(Please see attached Landscape Plan Checklist)

PROOF OF OWNERSHIP OR VALID OPTION HOLDER: Attach a copy of your property deed, option agreement, quit claim deed, or title report with a complete legal description.

PLAT MAP: show property under consideration and surrounding properties.

AERIAL PHOTO: Show property under consideration and surrounding properties

(THE ABOVE ITEMS WILL BE PROVIDED BY THE DEVELOPMENT SERVICE OFFICE)

LETTER OF INTENT: A narrative statement addressing the following nine standards:

GENERAL STANDARDS APPLICABLE TO ALL SPECIAL USES:

The Commission shall review the particular facts and circumstances of each proposed special use in terms of the following standards and shall find adequate evidence showing that such use at the proposed location:

1. Will in fact, constitute a special use as established on the Official Schedule of District Regulations for the zoning district involved;
2. Will be harmonious with and in accordance with the general objectives or with any specific objective of the Comprehensive Plan and/or Zoning Ordinance;
3. 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;
4. Will not be hazardous or disturbing to existing or future neighboring uses;
5. Will be served adequately by essential public facilities and services 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 establishments of the proposed use shall be able to provide adequately any such services;
6. 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;
7. Will not involve uses, activities, processes, materials, equipment and conditions or operation that will be detrimental to any persons, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
8. Will have vehicular approaches to the property which shall be so designed as not to create an interference with traffic on surrounding public thoroughfares; and
9. Will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

Checklist

<u>SUBMITTALS</u>	<u>APPLICANT</u> (√)	<u>STAFF</u> (√)
FEE		
SITE PLAN		
A) Building Locations		
B) Parking and loading areas		
C) Traffic access and circulation		
D) Open spaces		
E) Refuse and service areas		
F) Utility locations (if new construction or modifying location)		
G) Sign location (s)		
H) Other natural features of site		
LANDSCAPE PLAN (Please see attached checklist)		
PROOF OF OWNERSHIP		
PLAT MAP	N/A	
AERIAL PHOTO	N/A	
LETTER OF INTENT		
PROPERTY OWNER LIST WITHIN 300'	N/A	

ANY PROPERTY OWNER WHO FEELS THE DECISION OF THE ZONING COMMISSION ADVERSELY AFFECTS THEIR PROPERTY HAS THE RIGHT TO APPEAL THE DECISION TO THE BOARD OF COUNTY COMMISSIONERS WITHIN (20) DAYS OF THIS HEARING.

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted. The date of the public hearing will be established by the Administrator upon the acceptance of a completed application.

The applicant is responsible to pay any County Engineer fees that are associated with the application.

Applicant's Signature _____ Date: _____

****FOR OFFICE USE ONLY****

APPLICATION COMPLETION DATE: _____ COMMISSION HEARING DATE: _____

NAICS NUMBER: _____



LANDSCAPE PLAN CHECKLIST

PURPOSE: To be submitted with Special Use Permit and Final Plat applications and must be prepared by a landscape architect, landscape designer, or qualified nurseryman, in accordance with Gem County Code 6-6 which is available on our website at www.co.gem.id.us or in the Development Services office.

COPIES: Submit three (3) folded copies of the landscape plan.

√	Zoning Ordinance Reference	REQUIREMENT	Staff Use Only	
			Complete (Date)	Notes
	Q.4	a. Plan size and scale: No smaller than 1" = 50' and not to exceed 36" X 48"		
		b. Date, scale, north arrow, and title of project.		
		c. Names, addresses, and telephone numbers of the developer and the person/firm preparing the plan.		
		d. Existing boundaries, property lines, and dimensions of lot.		
		e. Relationship to adjacent properties, streets, and private lanes.		
		f. Easements and right of way lines on or adjacent to the lot.		
		g. Existing/proposed zoning of the lot, and the zoning and land use of all adjacent properties.		
		h. Locations, size, and species of all existing trees on site with trunks four inches (4" or greater in diameter, measured six inches (6") above the ground. Indicate whether the tree will be retained or removed.		
		i. A statement of how existing healthy trees proposed to be retained will be protected from damage during construction.		
		j. Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, storm water detention areas, signs, street furniture, and other manmade elements.		
		k. Existing and proposed contours for all areas steeper than twenty percent (20%) slope. Berms shall be shown with one foot (1') contours		
		l. "Sight triangles" as defined in subsection B of this section. (The area on either side of an access way at its junction with a street forming a triangle within which clear visibility of approaching vehicular or pedestrian traffic shall be maintained).		

		m. Location and labels for all proposed plants, including trees, shrubs, and ground covers.		
		n. A plant list that shows the plant symbol, quantity, botanical name, common name, minimum planting size and container, and comments (for spacing, staking, and installation, as appropriate).		
		o. Planting and installation details, as necessary, to ensure conformance with all required standards.		
		p. Design drawings of all required structures for screening purposes.		
		q. Calculations of project components to demonstrate compliance with the requirements of this section, including:		
		1. Width of street buffer, lineal feet of street frontage, and number of street trees.		
		2. Residential subdivision trees.		
		3. Acreage dedicated for common open space.		
		4. Number of trees provided on common lot (s).		
		5. Mitigation for removal of existing trees.		