



City of St. Maries

"On the Shadowy St. Joe"

602 College Avenue, St. Maries, Idaho 83861

Phone 208-245-2577

Fax 245-6579

For City Use Only

Date Received: _____

Fee: \$ _____

Fee Received by: _____

Receipt No. _____

APPLICATION FOR SPECIAL USE PERMIT

(Please type or print plainly with blue ink)

OWNER INFORMATION:

Name: _____ Phone: _____

Mailing Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

APPLICANT INFORMATION: (if different than owner)

Name: _____ Phone: _____

Mailing Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

APPLICANT STATUS: Owner: _____ Authorized Agent: _____ Contract Buyer: _____

CONSULTANT: ENGINEER: _____ SURVEYOR: _____ PLANNER: _____ OTHER: _____ (specify)

Consultant Name: _____ Phone: _____

Mailing Address: _____ E-Mail: _____

City: _____ State: _____ Zip: _____

REQUEST (be specific):

SITE INFORMATION:

Property Address: _____

Benewah County Parcel #: _____ Zoning: _____

Parcel Size: _____ Current Land Use: _____

Legal Description: (attach additional pages if necessary) _____

EXISTING CONDITIONS ON THE PROPERTY, SIZE OF EXISTING BUILDINGS, NUMBER OF UNITS, ETC.:

OPERATING CHARACTERISTICS: Detail the operating characteristics of the proposed use. Provide specific information which describes how the proposed use will be conducted and what will be involved in the day-to-day operations of the proposed use. Applicable information may include hours of operation, number of people (employees, customers, students, etc.) involved, traffic and/or delivery information, services provided, equipment or machinery which may be involved, or any other information which helps describe and define the proposed use. (Attach separate narrative if necessary.)

ATTACH TO THIS APPLICATION:

1. A legal description of the property for the proposed special use, evidenced by a recorded warranty deed or stamped by a licensed surveyor or title company.
2. A site plan, drawn to scale, showing property lines, existing and proposed structures, setbacks to property lines, location of uses, parking and landscaping areas, and any additional information necessary to explain the proposal (no larger than 11x17).
3. Site photos (at least 4) of the property, taken from various angles depicting the character of the property, including a photo key or description indicating the location and orientation of the photo.
4. A vicinity map showing surrounding parcels and streets within ¼ mile of the subject property (no larger than 11x17).
5. A certificate, by a Title Company licensed in the State of Idaho, showing ownership of record and any easements, encumbrances, or interest of record in the subject property.
6. A list of property owners of record within 300 feet of the subject property, prepared by a Title Company licensed in the State of Idaho.
7. If the applicant is not the owner, a notarized letter authorizing the applicant to sign the application and act on the owner's behalf.

APPLICATION CHECKLIST: (to be completed by Staff)

YES	NO	Checked by: _____	Date: _____
		Completed Application.	
		Application Fee per most recently adopted Fee Resolution.	
		A legal description of the property (meeting above criteria).	
		A site plan (meeting above criteria).	
		A vicinity map (meeting above criteria).	
		A certificate from a Title Company, showing ownership of record and encumbrances.	
		A list of property owners of record within 300 feet of the external boundaries of the subject property, prepared by a Title Company.	
		Notarized authorization letter from owner (if applicant is not the owner)	

NOTICE TO APPLICANT:

The City has the authority to require any additional information necessary to render a fair decision on this request.

The application must be accompanied by a non-refundable filing fee per the most recently adopted Fee Resolution. The applicant shall also pay for all direct costs associated with processing the application including, but not limited to, plan review, postage, and the preparation of any necessary reports and findings. If the applicant fails to pay the direct costs in a timely basis, the City may suspend or terminate the processing of the application. The applicant may be required to sign a reimbursement agreement at the request of the City.

The applicant will be notified by the City as to the time and place of the hearing pertaining to this application. The applicant or his/her duly appointed representative must be present at the public hearing and prepared to present the application. All exhibits presented will need to be identified at the hearing, will be entered into the record, and retained on file.

CERTIFICATION OF OWNER:

I, _____, being duly sworn, attest that I have read and consent to the filing of this application as the owner of record of the area being considered in this application and I request and know the contents thereof to be true to the best of my knowledge.

Signed: _____
(Owner)

Notary to complete this section:

Subscribed and sworn to me before this _____ day of _____, 20_____.

Notary Public for Idaho
Residing at: _____
My commission expires: _____

CERTIFICATION OF APPLICANT: (if different than Owner)

I, _____, being duly sworn, attest that I am the applicant of this request and know the contents thereof to be true to the best of my knowledge.

Signed: _____
(Applicant)

Notary to complete this section:

Subscribed and sworn to me before this _____ day of _____, 20_____.

Notary Public for Idaho
Residing at: _____
My commission expires: _____

(For multiple applicants or multiple owners, please submit multiple copies of this page.)