

**CITY OF HARRISON
SPECIAL USE APPLICATION**

SUBMITTALS

A special use request is made by submitting the following information to the City Clerk

1. The completed attached form and checklist.
2. An owner's list prepared by a title insurance company, listing the address of all property owners within 300 feet from the external boundaries of the property described in the application. The list shall be prepared using the last known name and address of such owners as shown on the latest adopted tax roll of the county:
3. A residents' list prepared by the applicant, listing the addresses of all residential property that is not owner occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application;
4. A set of drawings (as prescribed in the attached form);
5. Other information as may be required by the Planning Commission;
6. A fee prescribed as \$215.00 (payable to the City of Harrison).

ADDITIONAL REQUIREMENTS

1. The applicant is required to post a public hearing notice, provided by the City Clerk , on the subject property at a location visible from the nearest public road.
This posting must be done (1) one week prior to the date of Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted and by whom is also required.

Received: City Clerk: _____ Date: _____

Received: Planning: _____ Date: _____

Accepted: Planning: _____ Date: _____

Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

Filing Capacity:

1. Recorded property owner as of _____
(date)
2. Purchasing (under contract) as of _____
(date)
3. The Lessee or Renter as of _____
(date)
4. The authorized agent of any of the foregoing, duly authorized in writing.
(Written authorization must be attached to the application).

Engineer and/or Architect:

Name: _____

Mailing Address: _____

Telephone Number: _____

PROPERTY:

Legal Description of Property:

Size of Area Involved: _____ acres, and/or _____ sq.ft.

Total Net Area (land area exclusive of proposed or existing public streets and other public lands): _____ acres, and/or _____ sq. ft.

CERTIFICATION FOR ADDRESS LISTS

OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____
(title company) (date)

RESIDENTS LIST

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____
(title company) (date)

JUSTIFICATION

Attach a site plan. The Planning Commission may require additional submittals such as floor plans and/or building elevations as deemed necessary to demonstrate the characteristics of the use proposed. All plans must be accurately drawn and complete with dimensions that show lot size, setbacks, required off-street parking and any landscaping that may be proposed to ensure the compatibility with abutting properties and the surrounding neighborhood.

Prior to approving a special use permit, the Planning Commission is required to make Findings of Fact. Findings of Fact represent the official determination of the Planning Commission and specify why the special use permit is granted. The BURDEN OF PROOF for why the special use permit is necessary rests on the applicant. Your narrative should address the following points:

A. A description of your request; _____

B. The undue hardship caused by the physical characteristics of the site; _____

JUSTIFICATION continued:

C. The compatibility of this request with the public interest; _____

D. What, if any, detrimental effects that this request would have on the public welfare, and on property and improvements in the vicinity; _____

E. Any other justification that you feel are important and should be considered by the Planning Commission. _____

Attach site and/or building plans which illustrate the request.

CERTIFICATION OF APPLICANT:

_____, being duly sworn, attests that _____

_____ is the applicant of this request and knows the contents

thereof to be true to _____ knowledge.

Signed: _____

Subscribed and sworn to before me this _____

(seal)

day of _____, 20____.

Notary Public of Idaho
Residing at:
My commission expires:

CERTIFICATION OF OWNER:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: _____

Address: _____

Telephone Number: _____

Signed by Owner: _____