

**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 Special Use Permit Application fee prescribed as \$274.33
7. A Special Use Permit Application Deposit prescribed as \$255.27

**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.

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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:

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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:

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

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C. The compatibility of this request with the public interest:

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

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

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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:



The applicant is responsible for any additional costs, which may include, but are not limited to, expenses related to notices, reviews by the City Planner, City Engineer, and City Attorney.

**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: \_\_\_\_\_