



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Special Use Permit Application Check List

In order for the City to accept an application for Special Use Permit, the following check list shall be completed and submitted with the application. The City reserves the right to deem the application "complete" before scheduling the application before the City Council. A public hearing is required for Special Use Permits, pursuant to §11-5-7, of Bonners Ferry's Zoning Code and the City Council shall authorize such uses prior to commencement of the use on property within the City.

Enforcement: Unauthorized commencement of uses on property within the City, without issuances of a Special Use Permit is subject to enforcement regulations and may be subject to fines imposed at §11-15-6, of Bonners Ferry's zoning code.

The Applicant shall submit the following:

- A completed and signed (by the applicant or applicant's representative) City of Bonners Ferry Special Use Permit application;
- The appropriate fee, as established by the official City of Bonners Ferry Fee Schedule;
- Current Vesting Deed;
- A Site Plan: A site plan showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards lot dimensions, property corners, all easements of record, proposed easements and their beneficiaries, outside storage areas and lighting plans.
- Preliminary Utility Plan- should show the future or proposed sewer and/or water service lines and connections. The plans can be conceptual, but should show logical connections to existing utility lines, location of lines within existing right-of-ways or easements. If right-of-way or easements are proposed to be dedicated, then the plan should note this.

- Narrative statement evaluating the effects of noise, glare, odor, fumes and vibration on adjoining property. A discussion of general compatibility with adjacent and other properties in the district and the relationship of the proposed use to the comprehensive plan.
- Names and addresses of property owners within 300 feet of proposed property- if the names and addresses of adjoining landowners are over 30-days old, the City may request an updated list.
- Parking and signage plan, pursuant to Title 11 Chapter 13 and Chapter 14 of the Bonners Ferry City Code.

Special Report/Conditions of Approval:

All Special Use Permits (SUP) shall have as a condition of issuance the requirement that the applicant provide a site plan to the City for review and approval. Included for reference for the applicant are the following reports that may be requested by the City pursuant to I.C. 67-6512):

- Special uses shall be issued to an individual or corporation specifically to a parcel of land or property. Subsequent owners of the parcel shall be required to apply for a special use permit if they desire to continue the use or move the use to a separate parcel of land;
- Traffic Impact Analysis
- Infrastructure plans and/or feasibility analyses
- Geotechnical and/or Environmental studies

***** Submittal of an application and payment of fees does not constitute approval by the City*****