



## Alternate Setback & Building Height Permit Application

9393 North Strahorn Road  
Hayden Lake, ID 83835  
208-772-2161  
deputyclerk@cityofhaydenlake.us

### **SUBMITTALS:**

An application for Alternate Setback and Building Height Permit ("Permit") is made by submitting the following information to the City Clerk:

1. The completed attached form and checklist;
2. One copy of all required documents including an accurate scale drawing of the site, created by a licensed surveyor, including any affected adjacent property and showing the location of all existing and proposed structures, the maximum dimensions of all existing and proposed buildings, streets, easements, property lines, setbacks, driveways, and, if applicable, pedestrian walkways, off-street parking, off-street loading facilities and landscaped areas, buffering or other similar elements of site design.
3. An ownership list prepared by a person or entity with appropriate expertise in the preparation of ownership lists, including a title company, or a list obtained through the County Assessor's office, identifying property owners and residents within the subject property and within a radius of three hundred feet (300') from the external boundaries of the property. When the application relates to building height requirements, the ownership list shall also identify property owners or purchasers of record within no less than three (3) times the distance of the height of the allowed height of a structure when such structure is more than one hundred (100) feet. The ownership list shall include the boundaries of the subject property, using the last known name and address of such owners as shown on the latest County tax rolls. The list shall also include a list of residents for property that is not owner occupied.

### **PRE-APPLICATION CONFERENCE/DEADLINE FOR SUBMITTALS**

Every person who seeks a Permit shall meet with the city clerk prior to submission of an application. The purpose of this meeting is to discuss informally the purpose and effect of the zoning ordinance, and the criteria and standards contained therein. After the pre-application conference, the completed form and documents must be submitted to the City Clerk not later than twenty-five (25) days prior to the date of a regular City Council meeting where a public hearing to consider the request can be set. The completed application shall be deemed accepted for the twenty-five (25) day processing period as of the date when all plans and information have been filed, checked and accepted as complete by the City Clerk, as noted below. **This item will not be set for Council consideration until the application is complete and accepted.**



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### FEES

The applicant shall pay to the City a fee of \$100.00. The applicant shall also pay the estimated costs to reimburse the City for all services provided by the City Engineer, City Attorney and other City Officials as well as other direct costs associated with processing the application including the costs of mailing and publishing notices.

*FOR OFFICE USE ONLY*

Application Fee: \$100.00 Additional Engineering Fees: \$ \_\_\_\_\_

Public Hearing Publication Fee: \$ \_\_\_\_\_ Public Hearing Mailer Fees \$ \_\_\_\_\_

Total Amount Paid \$ \_\_\_\_\_ Cash/Money Order/Check # \_\_\_\_\_

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

### APPLICANT:

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Filing Capacity:

\_\_\_\_\_ 1. Recorded property owner as of \_\_\_\_\_  
(date)

\_\_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_  
(date)

\_\_\_\_\_ 3. The authorized agent of any of the foregoing, duly authorized in writing.  
(Written authorization must be attached to the application)

Architect, Engineer and/or other professional assisting with application:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



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### PROPERTY:

Parcel number: \_\_\_\_\_

Legal description of property:

\_\_\_\_\_

Are there any existing easements in the vicinity of the request? If so, please specify type, location and dimensions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing land use:

\_\_\_\_\_

Surrounding land use:

\_\_\_\_\_

Existing zoning:

\_\_\_\_\_

### SPECIFIC REQUEST

Maximum height generally allowed by City Code: \_\_\_\_\_

Requested height for proposed building: \_\_\_\_\_

Setback generally required by City Code: \_\_\_\_\_

Requested setback for proposed structure: \_\_\_\_\_

Is the requested relief more than 50% of the required setback or 50% of the maximum height specified in City Code? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the request comply with all of the general standards of Section 9-3-5.E.4 (a-k) (for setback issues) or 9-3-5.E.5. (a-e) (for height requirements) \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments / Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### **Taxing Districts providing services to the property:**

Sewage Disposal: \_\_\_\_\_

Water Supply: \_\_\_\_\_

Fire District: \_\_\_\_\_

Highway District: \_\_\_\_\_

School District: \_\_\_\_\_

Other: \_\_\_\_\_

### **A narrative describing your request, stating:**

1. What conditions warrant the requested alternate height or setback requirement:

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2. What, if any, detrimental effect would the request have on adjacent property and improvements: \_\_\_\_\_

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3. Any other information you feel is important and should be considered by the Council:

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## CERTIFICATION

Applicant/Owner:

\_\_\_\_\_, being first duly sworn, deposes and says that they are the applicant in this application and knows the contents thereof to be true to their knowledge.

Signed: \_\_\_\_\_

SUBSCRIBED and SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Idaho  
Residing at \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

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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: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_