



## CONDITIONAL USE PERMIT

Permit info: \_\_\_\_\_

Application Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

FOR OFFICE USE ONLY

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921  
▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [building@gardencityidaho.org](mailto:building@gardencityidaho.org)

| APPLICANT   | PROPERTY OWNER |
|-------------|----------------|
| Name:       | Name:          |
| Company:    | Company:       |
| Address:    | Address:       |
| City:       | City:          |
| State: Zip: | State: Zip:    |
| Tel.:       | Tel.:          |
| E-mail:     | E-mail:        |

**PROPERTY AND DESIGN INFORMATION:** [VISIT ADA COUNTY ASSESSOR'S SITE](#)

Site Address:

|                    |             |              |
|--------------------|-------------|--------------|
| Subdivision Name:  | Lot:        | Block:       |
| Tax Parcel Number: | Zoning:     | Total Acres: |
| Proposed Use:      | Floodplain: | YES      NO  |

Describe the proposed use:

|  |  |    |
|--|--|----|
| Will you be making changes to the structure(s)?  | YES  | NO |
| If no, will you be changing the occupancies as defined by the <a href="#">IBC</a> ?                    | YES  | NO |
| Check any that are applicable to this application:   | I will build a new structure   |    |
| *If any of the first three boxes are checked, a <a href="#">Design Review Application</a> is required* | I will add 25% or more to the floor area of an existing building             |    |
|  | I will alter, replace rehabilitate or restore 25% or more of a store façade. |    |

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**How is the use appropriate to the location, the lot, and the neighborhood, and is compatible with the uses permitted in the applicable zoning district?**

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**Is the use supported by adequate public facilities or services such as water/sewer, schools, roads, parks, transit, fire protection and police protection?**

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**How does the use affect the health, safety or welfare of the community?**

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**How does the use support the goals of the Comprehensive Plan?**

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**How far is the proposed use from a pedestrian/bicycle pathway?**

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I consent to this application and hereby certify that information contained on this application and in the accompanying materials is correct to the best of my knowledge. I agree to be responsible for all application materials, fees and application correspondence with the City. I will hold harmless and indemnify the City of Garden City from any and all claims and/or causes of action from or an outcome of the issuance of a permit from the City.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Signature of the Owner

\_\_\_\_\_  
(date)

## APPLICATION INFORMATION REQUIRED

**NOTE: AN ELECTRONIC COPY OF THE ENTIRE APPLICATION SUBMITTAL REQUIRED  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

**ONE (1) HARD COPY OF EACH CHECKLIST ITEM REQUIRED:**

- Compliance Statement and Statement of Intent
- Neighborhood Map
- Fire Flow / Ability to Serve
- 11"x17" Site Plan
- Irrigation/Ditch Company Authorization Letter
- Landscape Plan
- Photos of Site
- Neighborhood Meeting Verification
- Affidavit of Legal Interest
- Waiver Request of Application Materials
- Structural Documentation  
(if previous Certificate of Occupancy has been issued and no change to IBC occupancy is anticipated)

*\*Additional information may be required by staff such as a traffic/parking analysis, a use analysis or documents related specifically to a business.*

## **PLEASE CHECK THE FOLLOWING:**

### INFORMATION REQUIRED ON COMPLIANCE STATEMENT AND STATEMENT OF INTENT:

- Statement explaining how the proposed use(s) is compliant with the standards of review for the proposed application. Cite the ordinances the proposed use(s) is compliant with
- Should include purpose, scope, and intent of project
- Information concerning noxious uses, noise, vibration, and any other aspects of the use or structure that may impact adjacent properties or the surrounding community

### INFORMATION REQUIRED ON NEIGHBORHOOD MAP:

- 8 1/2" x 11" size minimum
- Location of contiguous lots and lot(s) immediately across from any public or private street, building envelopes and/or existing buildings and structures at a scale not less than one inch equals one hundred feet (1" = 100')
- Impact of the proposed siting on existing buildings, structures, and/or building envelopes

### INFORMATION REQUIRED ON SITE PLAN:

- Scale not less than 1" = 20', legend, and north arrow.
- Property boundary, dimensions, setbacks and parcel size.
- Location of the proposed building, improvement, sign, fence or other structure, and the relationship to the platted building envelope and/or building zone
- Building envelope dimensions with the center of the envelope location established in relation to the property lines
- Adjacent public and private street right of way lines
- Total square footage of all proposed structures calculated for each floor. If the application is for an addition or alteration to an existing building or structure, then the new or altered portions shall be clearly indicated on the plans and the square footage of new or altered portion and the existing building shall be included in the calculations

- For uses classified as drive-through, the site plan shall demonstrate safe pedestrian and vehicular access and circulation on the site and between adjacent properties as required in Section 8-2C-13 of Title 8.

**INFORMATION REQUIRED FOR IRRIGATION/DITCH AUTHORIZATION LETTER:**

- Required if irrigation canal/irrigation ditch runs through property or along property lines

**INFORMATION FOR NEIGHBORHOOD MEETING VERIFICATION:**

- Copy of notice sent to property owners within 300' of an applicable property
- List of notice recipients with names and addresses
- Sign-up sheet from meeting

**INFORMATION REQUIRED FOR WAIVER REQUEST OF APPLICATION MATERIALS:**

- Statement must include a list of the application materials to be waived and an explanation for the request

**STRUCTURAL DOCUMENTATION (IF NO CHANGE TO STRUCTURE OR IBC OCCUPANCY):**

- Industrial treatment compliance: a statement answering the following questions:
  - Do you or will you discharge wastewater other than domestic water from bathrooms to the City Sewer System? If yes, please describe.
  - Are floor drains present in your facility? If yes, are any chemicals stored on site in containers exceeding 1 gallon?
  - Do you or will you use fats, oils or greases in your business? If yes, do you have a grease trap/interceptor present
- One set of detailed current floor plans legibly drawn on minimum 8 1/2 X 11 plan sheet drawn to ¼"= 1' scale (with scale noted on plans) identifying:
  - Use and square footage per room (i.e. office, storage, restroom, etc.)
  - Primary Occupancy Classification (2018 IBC sec 303-312)
  - Occupancy Load (2018 IBC Sec 1004, table 1004.5)
  - Interior and exterior wall and opening dimensions, windows, doors, roll-up doors
  - Electrical panels interior and exterior
  - Gas meter location
  - Fire extinguisher locations and size
  - Emergency lighting locations
  - Illuminated exit sign locations
  - Fire sprinkler riser location
  - Fire alarm panel location
  - Commercial cooking operation location, including size and type of hoods and grease traps
  - Spray finishing operation location
  - Flammable or combustible product locations
  - Welding operation locations
  - Rack storage locations

*Disclaimer Clause: X Denotes application information that may be waived depending on the nature of the request" found under table 8-6a-2 "required application information."*