



CITY OF DONNELLY  
P.O. BOX 725  
169 HALFERTY STREET  
DONNELLY, IDAHO 83615  
PHONE (208) 325-8859 - FAX (208) 325-4091

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## CONDITIONAL USE APPLICATION SHEET

### Applicant Information

1. Applicant (*print*): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Contact Name and Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
  
2. Is Applicant the owner of the Subject Property? Yes \_\_\_ No \_\_\_. If not, please state the name and address of the owner together with the relationship of the applicant to the owner.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Proof Of Legal Interest In Subject Property: \_\_\_\_\_
  
4. Address and Legal Description of Subject Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Name of Registered Surveyor/Engineer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Contact Name and Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
  
6. Description of Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Current and Proposed Zoning of Subject Property: \_\_\_\_\_

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8. Description of Proposed Conditional Use: \_\_\_\_\_

9. Proposed Site Plans for the Conditional Use including at least the following items:

- a. Location of All Buildings;
- b. Parking and Loading Areas;
- c. Snow Storage Areas;
- d. Traffic Access and Traffic Circulation;
- e. Open Spaces;
- f. Easements;
- g. Existing and Proposed Grade;
- h. Landscaping;
- i. Exterior Lighting;
- j. Refuse and Service Areas;
- k. Utilities;
- l. Signs;
- m. Property Lines;
- n. North arrow; and,
- o. Rendering of Building Exteriors.

10. Narrative Statement Evaluating the Effects on Adjoining Property (including, but not limited to , the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property): \_\_\_\_\_

11. Narrative Statement Identifying Surrounding Land Uses And Discussing the General Compatibility of the Proposed Use with Adjacent and Other Properties in the Area: \_\_\_\_\_

12. Narrative Statement Discussing the Relationship of the Proposed Use to the Comprehensive Plan: \_\_\_\_\_

13. A List of Name and Addresses of All Property Owners and Residents Within Three Hundred (300) Feet of the External Boundaries of the Land Being Considered (including Owners and Residents Addresses Typed on Mailing Labels): \_\_\_\_\_

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**14. Fee as Established by City Council Resolution:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**15. Eight (8) Copies of the Application and One (1) Electronic Version.**

**Submitted By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Internal Use Only:*

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Application No. : \_\_\_\_\_

Date Received by Clerk: \_\_\_\_\_

Application: Complete / Incomplete

Date Completed: \_\_\_\_\_

Date File Transferred to P&Z Admin.: \_\_\_\_\_

Date Completed P&Z Admin: \_\_\_\_\_