

Conditional Use Permit

City of Rexburg



CITY OF
REXBURG
America's Family Community

35 North 1st East
Rexburg, ID 83440

www.rexburg.org

Phone: 208.359.3020
Fax: 208.359.3022

Fee(s) Paid: Yes/No

CUP: \$250.00

Publication: \$200.00

\$450.00

Applicant

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Owner (Complete if owner not applicant)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Property to be Covered by Permit:

Address: _____ Zone: _____

Legal Description of the property (Lot, Block, Addition, Division Number)

**Please see Sections 6.12 & 6.9 of the Rexburg Development Code for relevant attachments that must be included with this application.*

Nature of Request (Briefly explain the proposed use)

Existing use of property: _____

Will this have an impact on schools: _____

Requirements for Granting Conditional Use Permit

The following information will assist the Commission and City Council to determine if your proposal will meet the requirements under the zoning ordinance.

1. What is the estimated water usage per month? Are the existing mains adequate to provide fire protection?

2. What is the estimated sewer usage per month? Will pretreatment be necessary? _____

3. What is the estimated daily traffic to be generated? Will the traffic be primarily private vehicles or commercial trucks? _____

4. If commercial, industrial, or a home occupation, what will be the hours of operation? _____

5. Will storm water drainage be retained on site? Is an existing storm drain available? Is it at capacity? If so, will new facilities be constructed? _____

6. If proposed use is residential, describe number and type of dwelling units. Will this be student housing; multi-family for young families, singles and couples, or elderly? _____

7. What provision has been made for fire protection? Where is the nearest fire hydrant? Is any point of the building further than 150 feet from access sufficient in width for fire fighting equipment?

8. How much parking is being provided on-site? Do the aisle widths and access points comply with the ordinance requirements? Has landscaping been provided in accordance with the ordinance? _____

9. Where will solid waste generated be stored? Is access adequate for the City collection? _____

10. What is the type of noise that will be generated by the use? What are the hours of noise generation?

11. What type of equipment will be used in the conduct of the business? _____

12. What are the surrounding land uses? Has buffering been provided as required by the ordinance?

13. Are any air quality permits required? Is dirt or other dust creating materials moved by open trucks or box cars?

14. Will the parking lots or other outdoor areas have lighting? _____

15. Are passenger loading zones for such uses as daycare centers and schools provided? How is busing routed? For commercial uses, where are the loading docks? Is there sufficient space for truck parking?

16. If a commercial, multi-family, or public assembly use, where is the nearest collector street? Arterial street?

17. What, if any, signage is anticipated in connection with the proposed usage? _____

The P&Z Commission or City Council may address other points than those discussed above, but a narrative addressing at least those applicable points will assist in processing your application.

A PLOT (SITE) PLAN MUST BE ATTACHED IN ORDER TO PROCESS THIS APPLICATION. Included on the plot plan please show setbacks, buildings, parking, etc.

- Please submit 18 copies of the completed application and any other documents you are submitting with it (site plan, vicinity map, affidavit of legal interest, etc.)
- All applications that are complete will be processed with due diligence and will be scheduled, dependent upon availability, for an upcoming agenda.
- Formal notice will be sent to the applicant after approval of a Conditional Use Permit. Notice will state the conditions of the permit. If conditions are violated or not met there will be a 90 day period to cure the problem. Failure to comply with the terms may result in revocation of the Conditional Use Permit.

Signature of Applicant

Date

Affidavit of Legal Interest

City of Rexburg

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CITY OF
REXBURG
America's Family Community

State of Idaho
County of Madison

I, _____, _____
Name Address

City State

Being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my permission to: _____
Name Address

to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold Rexburg City and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, 20_____

Signature

Subscribed and sworn to before me the day and year first above written.

Notary Public of Idaho

Residing at: _____

My commission expires: _____

Conditional Use Permit Procedures

The City of Rexburg Zoning Ordinance designates certain land uses in each Zoning District which are allowed. These are listed in the Zoning Ordinance for each zone. The Planning & Zoning Department should be consulted if you have questions regarding whether your proposal will need a Conditional Use Permit (C.U.P.).

If a C.U.P. is needed, please complete an application and submit it to the Planning & Zoning Department, along with any other required documents at least 18 days prior to a meeting. All applications that are complete will be processed with due diligence and will be scheduled, dependent upon availability for an upcoming agenda. Application and public hearing fees are required to be paid up front. Prior to granting a conditional use, at least one Public Hearing shall be held to give persons an opportunity to be heard. The Planning & Zoning meetings are held on the 1st and 3rd Thursday of every month at 7:00 pm.

The Planning & Zoning Coordinator will put the notice for the hearing in the newspaper at least 15 days prior to the hearing date, mail a copy to all the property owners within 300 feet, and post a notice on the property. After the Planning & Zoning Commission holds their hearing they will make a recommendation to the City Council. The City Council will take the Planning & Zoning Commission recommendation into consideration. If a hearing is required before the City Council they will then take into consideration oral and written testimony as well as the recommendation from the Planning & Zoning Commission. A decision will be made by the City Council within the time frame allowed by Section 67-6511, Idaho Code.