



# City of Payette Conditional Use Permit Step-by-Step Guide

Welcome to the City of Payette. We look forward to helping you make your business or project a success – and making sure the required paperwork goes smoothly.

## I. Contact the Planning & Zoning Department

Contact in the Planning & Zoning Department to discuss your proposal. The Planning and Zoning Department will determine if your proposed use is permitted and which application is required. A copy of the zoning code can be found on the City of Payette's website under Title 17 at [www.cityofpayette.com](http://www.cityofpayette.com).

700 Center Avenue  
Payette, Idaho 83661  
Phone: 208-642-6024  
[billing@cityofpayette.com](mailto:billing@cityofpayette.com)  
Hours: 8:00 a.m. to 5:00 p.m.

## II. Obtain Conditional Use Permit Application

Download the application: [www.cityofpayette.com](http://www.cityofpayette.com) - online forms

OR

Request an application by email: [billing@cityofpayette.com](mailto:billing@cityofpayette.com)

OR

Request an application by phone: 208-642-6024

OR

Visit us at City Hall (address above)

## III. Fill out Conditional Use Permit Application

Please make sure you have completed all sections of the application prior to moving on to the next step. Incomplete applications will not be accepted and will delay the process.

## IV. Obtain neighbor list/plat map from Payette County Assessor's Office

Go to Payette County Assessor's office and request a list of everyone within 300 feet of the affected property, as well as a copy of your plat map.

1130 3<sup>rd</sup> Avenue North  
Payette, Idaho 83661  
208-642-6012

## V. Submit Completed Application to City Hall

Submit the completed application as well as a \$200.00 non-refundable application fee to the Planning & Zoning Department for review.

## VI. Public Hearing Scheduled

A Public Hearing with the Planning & Zoning Commission will be scheduled and legal notifications will be posted/distributed

## VII. Public Hearing

Planning & Zoning Commission Action

## VIII. Approval

## IX. Display Conditional Use Permit in Prominent Location



Application for a Conditional Use Permit

<b>Office Use Only:</b> Non-Refundable Fees Application..... \$200.00	Date Received _____ By: _____ Fees Paid    Y    /    N
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**Applicant**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

**Owner**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

**Property Covered by Permit**

Address \_\_\_\_\_ Zone \_\_\_\_\_

**Legal Description (Lot, Block, Addition, Subdivision)**

\_\_\_\_\_

\_\_\_\_\_

**Nature of Request (Briefly explain the proposed use)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Existing use of property**

\_\_\_\_\_

\_\_\_\_\_

**Will this have an impact on schools?**

\_\_\_\_\_

\_\_\_\_\_

## Conditional Use Permit

The following information will assist the Planning and Zoning Commission 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?  

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

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

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

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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?  

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

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7. What provisions 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 firefighting equipment?  

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

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

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

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

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

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

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

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

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

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

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*The Zoning Administrator or Commission may address other points than those discussed above. Including a narrative attached to this application addressing at least those applicable points will assist in processing your application.*

**A PLOT PLAN MUST BE ATTACHED IN ORDER TO PROCESS THIS APPLICATION.**

- Included on the plot plan will be setbacks, parking, easements, etc.

**A LIST OF ALL NEIGHBORS WITH IN 300 FEET OF THE AFFECTED PROPERTY MUST BE INCLUDED WITH THIS APPLICATION**

- List may be obtained at Payette County Assessor's Office 1130 3<sup>rd</sup> Avenue North, Payette

Formal Notice will be sent to 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.

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Applicant's Signature

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Date

## **Conditional Use Permit Procedures**

- **The City of Payette Zoning Ordinance designates certain land uses in each Zoning District which are allowed. These permitted land uses are listed in the Zoning Ordinance for each zone. The City Clerk's office should be consulted if you have questions about whether your proposal will need a Conditional Use Permit.**
- **If a Conditional Use Permit is needed, you will need to get an application form City Hall and complete it. You will then need to return the application, with the appropriate list of property owners within 300 feet, a plat map and pay the applicable fees.**
- **Prior to granting a conditional use, at least one Public Hearing shall be held to give persons and opportunity to be heard. The Clerk's Office will put the notice for the hearing in the paper 15 days prior to each hearing, mail a copy to all the property owners within 300 feet and post a notice on the property.**
- **After the Planning and Zoning Commission Board holds their hearings, they will make a decision. If a hearing is required before the City Council an additional \$100.00 will be imposed as an appeal before proceeding. The City Council will take into consideration oral and written testimony in addition to the decision from the Planning and Zoning Commission.**