

CITY OF HAYDEN LAKE

9393 N. Strahorn Road
Hayden Lake, ID 83835
772-2161

ADMINISTRATIVE PERMIT APPLICATION

SUBMITTALS

An application for approval of an administrative permit is made by submitting the following information to the City Clerk:

1. The completed attached form;
2. An accurate scale drawing of the site showing any affected adjacent property, the area proposed for improvements and a description of the nature and extent of the improvements, along with the location of and distance from any waterways, including Hayden Lake, if the current ordinary high water mark of said waterways are within five hundred (500) feet of the site; and
3. A FEE of \$50.00 paid at the time the application is submitted plus the estimated cost of inspection of the property and other related work by the City Engineer, City Attorney and other City Officials payable to the City of Hayden Lake.

The permit, if granted, will expire 60 days after the date it is granted unless work is begun on the project before such time. The Applicant may apply in writing to the City Clerk for an extension of the permit before its expiration, and for good cause appearing, the City Clerk may grant a 60 day extension.

DEADLINE FOR SUBMITTALS

The completed application, along with the scale drawing, must be submitted to the City Clerk not later than thirty (30) days prior to the date that work on the improvements is expected to begin. The completed application shall be deemed accepted for the thirty (30) day processing period as of the date when all drawings and information have been filed, checked and accepted as complete by the City Clerk, as noted below.

Date Application and Fee Received: _____, 20____,
by City Clerk: _____

Please type or print the following required information:

APPLICANT:

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

Filing Capacity:

____ 1. Recorded property owner as of _____
(date)

____ 2. Purchasing (under contract) as of _____
(date)

____ 3. The Lessee or Renter as of _____
(date)

____ 4. An authorized agent of any of the above, duly authorized in writing. (written authorization must be attached to this application)

Engineer and/or Surveyor:

Name: _____

Mailing Address: _____

Telephone Number: _____

PROPERTY:

Legal description of property (attach additional sheets if necessary):

A narrative describing your request, stating:

1. The exact nature and extent of the improvements proposed (attach additional sheets if necessary): _____

_____.

2. What, if any, effect the requested improvements would have on adjacent property and improvements (attach additional sheets if necessary):

_____.

CERTIFICATION

_____, being first duly sworn, deposes and says that he/she is the applicant in this application and knows the contents thereof to be true to and correct to the best of his/her 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: _____

I have read and consent to the filing of this application as the owner of record of the property being considered in this application.

Name: _____
Address: _____
Phone #: _____
Signature: _____

ADMINISTRATIVE PERMIT DETERMINATION

This Administrative Permit Application, having been reviewed by the City, is hereby:

DENIED for the following reasons: _____

_____.

APPROVED with the following conditions: _____

_____.

DATED: _____

City Clerk

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