

CITY OF HAYDEN LAKE

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

ALTERNATE SETBACK AND BUILDING HEIGHT PERMIT APPLICATION

City Code §§ 9-3-5E and 9-4-2C

▪ **SUBMITTALS**

An application for Alternate Setback and Building Height Permit (“Permit”) is made by submitting the following information to the City Clerk:

1. The completed attached form and checklist;
2. One copy of all required documents including an accurate scale drawing of the site including any affected adjacent property and showing the location of all existing and proposed structures, the maximum dimensions of all existing and proposed buildings, streets, easements, property lines, setbacks, driveways, and, if applicable, pedestrian walkways, off-street parking, off-street loading facilities and landscaped areas, buffering or other similar elements of site design.
3. An ownership list prepared by a person or entity with appropriate expertise in the preparation of ownership lists, including a title company, or a list obtained through the County Assessor’s office, identifying property owners and residents within the subject property and within a radius of three hundred feet (300’) from the external boundaries of the property. When the application relates to building height requirements, the ownership list shall also identify property owners or purchasers of record within no less than three (3) times the distance of the height of the allowed height of a structure when such structure is more than one hundred (100) feet. The ownership list shall include the boundaries of the subject property, using the last known name and address of such owners as shown on the latest County tax rolls. The list shall also include a list of residents for property that is not owner occupied.

▪ **PRE-APPLICATION CONFERENCE/DEADLINE FOR SUBMITTALS**

Every person who seeks a Permit shall meet with the city clerk prior to submission of an application. The purpose of this meeting is to discuss informally the purpose and effect of the zoning ordinance, and the criteria and standards contained therein. After the pre-application conference, the completed form and documents must be submitted to the City Clerk not later than twenty-five (25) days prior to the date of a regular City Council meeting where a public hearing to consider the request can be set. The completed application shall be deemed accepted for the twenty-five (25) day processing period as of the date when all plans and information have been filed, checked and accepted as complete by the City Clerk, as noted below. **This item will not be set for Council consideration until the application is complete and accepted.**

▪ **FEES**

The applicant shall pay to the City a fee of \$100.00. The applicant shall also pay the estimated costs to reimburse the City for all services provided by the City Engineer, City Attorney and other City Officials as well as other direct costs associated with processing the application including the costs of mailing and publishing notices.

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

Date Application Accepted as Complete: _____, 20____ ,
by City Clerk: _____

▪ **APPLICANT:**

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Filing Capacity:

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

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

_____ 3. The authorized agent of any of the foregoing, duly authorized in writing.
(Written authorization must be attached to the application)

Architect, Engineer and/or other professional assisting with application:

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

▪ **PROPERTY:**

Assessor's parcel number: _____

Legal description of property:

Are there any existing easements in the vicinity of the request? If so, please specify type,
location and dimensions: _____

Existing land use: _____

Surrounding land use: _____

Existing zoning: _____

▪ **SPECIFIC REQUEST**

Maximum height generally allowed by City Code: _____

Requested height for proposed building: _____

Setback generally required by City Code: _____

Requested setback for proposed structure: _____

Is the requested relief more than 50% of the required setback or 50% of the maximum height specified in City Code? _____ Yes _____ No

Does the request comply with all of the general standards of Section 9-3-5.E.4 (a-k) (for setback issues) or 9-3-5.E.5. (a-e) (for height requirements) _____ Yes _____ No

Comments / Explanation: _____

Taxing Districts providing services to the property:

Sewage Disposal: _____

Water Supply: _____

Fire District: _____

Highway District: _____

School District: _____

Other: _____

A narrative describing your request, stating:

1. What conditions warrant the requested alternate height or setback requirement:

2. What, if any, detrimental effect would the request have on adjacent property and improvements: _____

3. Any other information you feel is important and should be considered by the Council:

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 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: _____