



CITY OF TWIN FALLS  
COMMUNITY DEVELOPMENT SERVICES  
P.O. Box 1907  
324 Hansen Street E  
Twin Falls, ID 83303  
PH: 208-735-7267 FAX: 208-736-2641

**SPECIAL USE PERMIT APPLICATION**

*A pre-application meeting with staff must occur prior to acceptance of any applications.*

Pre-application Meeting Date: \_\_\_\_\_

Date of the Application: \_\_\_\_\_

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

Fee: **\$50.00**

**A. APPLICANT INFORMATION:**

1. Name of applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

2. Name of Applicant's Representative **(if other than above)**: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**B. REQUEST INFORMATION:**

1. The following is a request that a Special Use Permit be granted for the Real Property Located at (street address):

\_\_\_\_\_

and LEGALLY DESCRIBED as: \_\_\_\_\_

for the proposed use of: \_\_\_\_\_

2. Present use of property: \_\_\_\_\_
3. Existing Zoning District: \_\_\_\_\_
4. Project Land Area Size: \_\_\_\_\_
5. Project Building Size: \_\_\_\_\_

**C. PRIOR TO ACCEPTANCE/SCHEDULING OF THE APPLICATION THE APPLICANT MUST PROVIDE THE FOLLOWING:**

1. The applicant must prove control of the property for which the request is being made by providing ONE of the following:
  - a. Copy of Warranty Deed, or
  - b. Copy of Earnest Money Agreement or Contract of Sale, duly acknowledged by BOTH Buyer and Seller, or
  - c. Copy of Lease Agreement AND Owner's Written Consent.

**2. Property Owner Notification**

The applicant must provide a CONSOLIDATED LIST of name and addresses of all LEGAL property owners within a specified perimeter of the subject property and any additional area that may be impacted by the proposed change as determined by the Zoning Administrator. A list of these parcels will be made available to you by staff once your permit application has been reviewed and the perimeter has been determined. Once the list of parcels has been generated by staff, the list will be provided to you so that you may obtain the property owner and mailing addresses from either of the following:

- a. from the County Assessor's Office, or
- b. from a title company

The completed list of names addresses and parcel numbers must be submitted back to the Zoning & Development Department in order for your request to be scheduled for a public hearing.

**3.** A site plan, drawn to SCALE on an 8 ½" x 11" paper, which shall meet or exceed the required information as shown on the attached site drawing(s). NOTE: If new buildings are proposed, color elevations are required.

**4. Provide a Detailed Written Statement On A Separate Sheet Of Paper Containing:**

- a. The reason for the request;
- b. An explanation of the project, including:
  - i. Hours of operation;
  - ii. Traffic anticipated;
  - iii. Number of employees, etc.
- c. An evaluation of the effects on adjoining property including the effect of such elements as:
  - i. Noise;
  - ii. Glare;
  - iii. Odor;
  - iv. Fumes and vibration on adjoining property; with
  - v. A discussion of the general compatibility with adjacent and other properties in the district.

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**OFFICIAL USE ONLY:**

**COMMISSION HEARING:**

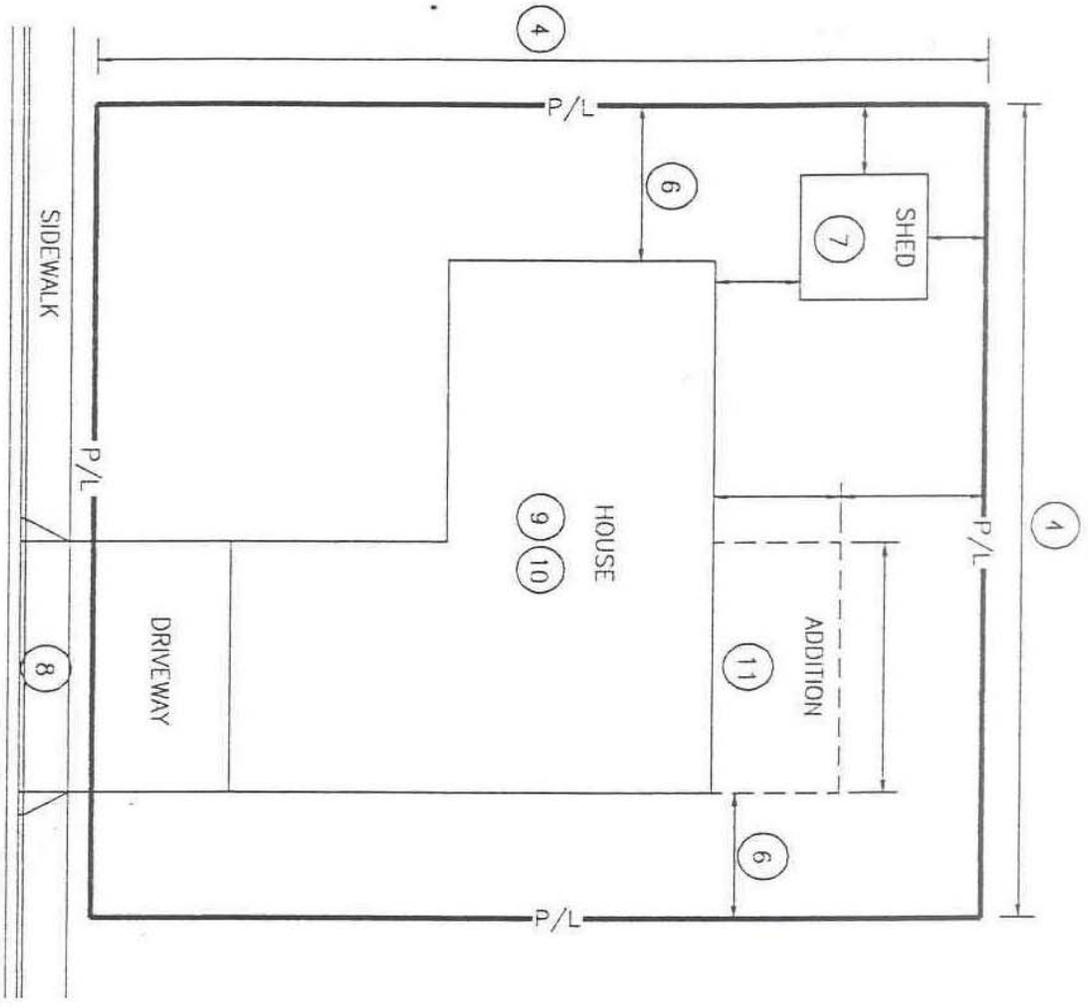
**PUBLISH DATE:** \_\_\_\_\_

**HEARING DATE:** \_\_\_\_\_

**COUNCIL HEARING (upon appeal):**

**PUBLISH DATE:** \_\_\_\_\_

**HEARING DATE:** \_\_\_\_\_



REQUIRED INFORMATION

- 1 NORTH ARROW
- 2 SCALE OF DRAWING
- 3 OWNERS NAME, ADDRESS & PHONE NUMBER
- 4 PROPERTY LINE & LOT DIMENSION
- 5 STREET NAME
- 6 SET BACKS—FROM PROPERTY LINES—FRONT, BACK, SIDE
- 7 LOCATION OF BUILDINGS ON PROPERTY
- 8 CURB-CUT & DRIVEWAY WIDTH
- 9 FRONT ENTRANCE
- 10 SQUARE FOOTAGE OF BUILDING
- 11 PROPOSED ADDITION & DIMENSIONS (IF APPLICABLE)

NOTE: DRAWING SIZE  
8 1/2" X 11"

RESIDENTIAL SITE PLAN

STREET NAME 5

2 SCALE: 0" = 00'

3 JOHN DOE  
ANY STREET  
TWIN FALLS, ID

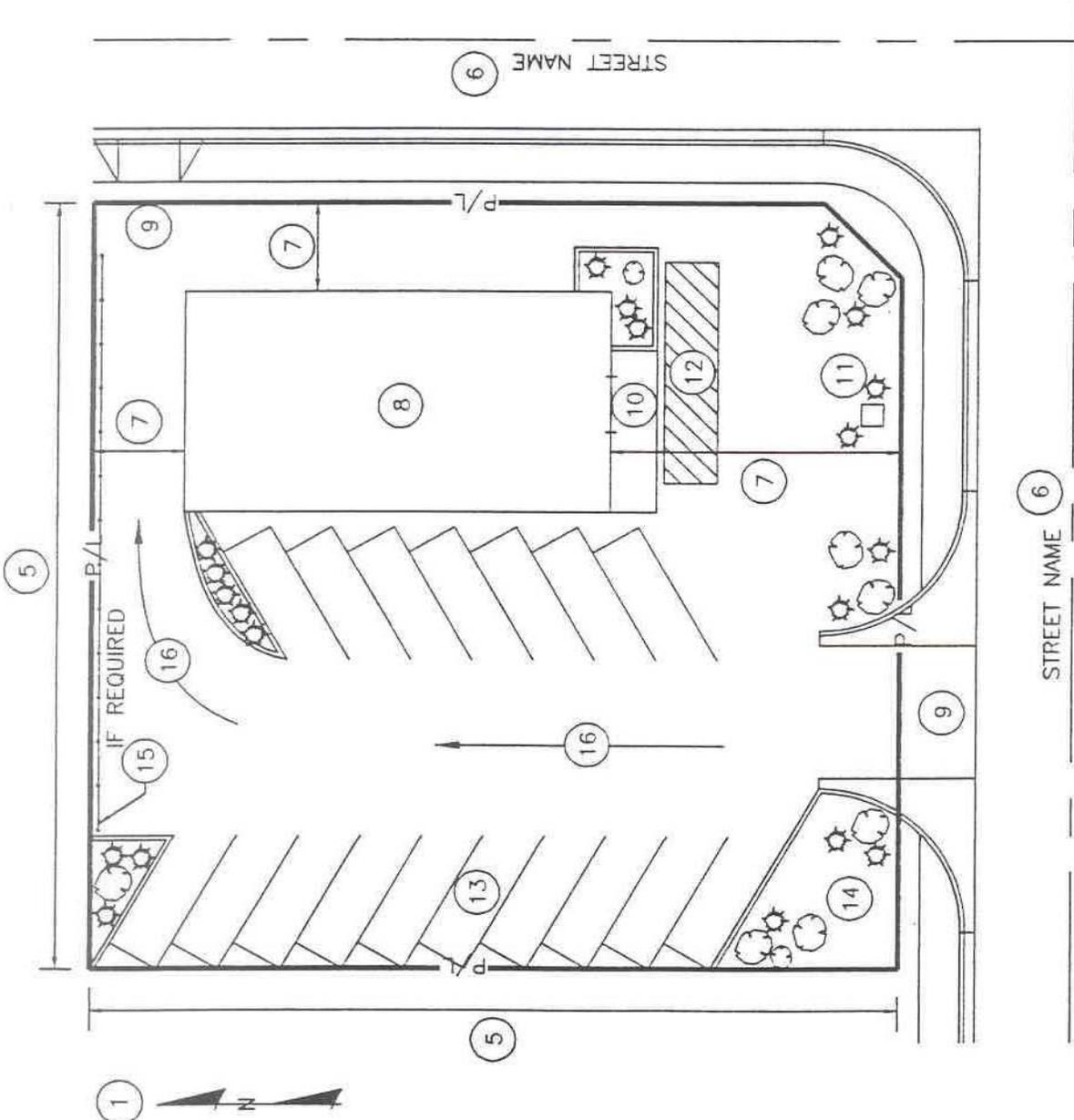
REQUIRED INFORMATION

- 1 NORTH ARROW
- 2 SCALE OF DRAWING
- 3 LEGAL DESCRIPTION
- 4 OWNERS NAME, ADDRESS & PHONE NUMBER
- 5 PROPERTY LINE & LOT DIMENSION
- 6 STREET NAME
- 7 SET BACKS--FROM PROPERTY LINES--FRONT, BACK, SIDE
- 8 LOCATION OF ALL BUILDINGS, SQUARE FOOTAGE & DIMENSIONS
- 9 ACCESS -- DRIVEWAY OR ARTERIAL IF REQUIRED
- 10 FRONT ENTRANCE
- 11 SIGN - LOCATION & SIZE
- 12 FIRE LANES
- 13 PARKING PLAN, N SPACES SHOWN & N SPACES REQUIRED
- 14 LANDSCAPING & SQUARE FOOTAGE
- 15 HEIGHT & TYPE OF FENCE
- 16 DIRECTION OF TRAFFIC FLOW

NOTE: DRAWING SIZE  
8 1/2" X 11"

3 LOT# BLOCK#  
SUBDIVISION NAME

4 JOHN DOE  
ANY STREET  
TWIN FALLS, ID



2 SCALE: 0" = 00'

COMMERCIAL SITE PLAN

## Applying for a Special Use Permit

The Twin Falls City Code defines a Special Use Permit as a permit granted by the Commission for a permanent land use that is otherwise prohibited but may be allowed under specific provisions when not in conflict with a comprehensive plan.

### Application Process:

1. Contact the Planning & Zoning Department, 735-7267 or 324 Hansen Street East, to determine basic zoning regulations and application procedures.
2. Submit the application with the required attachments and fees. (see application)
3. Staff reviews the completion of the application and the need for additional information if necessary.
4. Once staff has determined the application is complete and ready the request is scheduled for a public hearing.
5. Once scheduled staff submits the public hearing information to the Times News for publication.
6. A letter is sent to the applicant notifying them of the date of the public hearing with instructions for notification to property owners and the posting of public notice sign(s) on the property.
7. A minimum of fifteen (15) days prior to the scheduled hearing date the applicant is required to mail a copy of the public notice letter provided by the City of Twin Falls to each property owner within a specified perimeter of the property under review, and any additional area that may be impacted by the proposed change as determined by the Zoning Administrator.
8. A minimum of **fifteen(15)** days prior to the scheduled hearing date the applicant is required to post a public notice sign, which is in compliance with minimum standards & specifications, in a conspicuous place on the property with extra copies of the public notice letter placed in the box on the front of the sign.
9. A minimum of **ten(10)** days prior to the scheduled hearing date the applicant is required to submit a signed Affidavit of Mailing and Posting to the Planning & Zoning Department as proof that the letters were mailed and the public notice sign was posted within the specified time (Note: If the mailing and posting requirements have not been met the request will be withdrawn from the agenda.)
10. A staff report regarding the applicants request, including-staff analysis and recommendations, will be mailed to the applicant prior to the public hearing.
11. The public meeting is held at Twin Falls City Council Chambers, 305 3<sup>rd</sup> Ave E, beginning at 6:00 p.m. on the scheduled date.
12. At the public meeting the applicant, or someone representing the applicant, shall presents their request. This person needs to be prepared to answer any questions the Planning & Zoning Commission may have and address any concerns presented by the public at the time of the hearing.
13. The staff will present their analysis of the request and make recommendations as necessary for the Planning & Zoning Commission to consider.
14. The Planning & Zoning Commission will then deliberate and make a decision based on the evidence presented and the recommendations made by the staff regarding the request.
15. If a Special Use Permit is granted, a written notice of the action on the request following the public hearing will be mailed to the applicant, once the 15 day appeal period has been met.
16. The applicant or any affected person(s) who appeared in person or in writing before the Commission may appeal the decision of the Commission to the Council, provided a written appeal is submitted to the Council within fifteen (15) days from the Commission's action.
17. Upon receipt of an appeal from the action of the Commission, the Council shall set a public hearing date, under the same provisions as the Commission hearing, to consider all information, testimony and the Commission's minutes of the public hearing to reach a decision to uphold, conditionally uphold or overrule the decision of the Commission.

### Special Use Information:

1. A special use permit is not transferable from one parcel of land to another, but may be transferable from one owner to another, provided all conditions of the special use permit continue to be met.
2. A special use permit issued for in-home daycare services or for home occupations are not transferable from one owner to another nor are they transferable from one parcel of land to another.
3. Approved special uses which have not been established within one (1) year of the date of issuance may be reviewed by the Commission to determine if the facts and circumstances have changed. The Commission may call for a new special use permit application or re-activate the Special Use Permit.
4. A special use which has been discontinued for a period of one year shall not be reestablished without a new Special Use Permit.
5. If a Special Use Permit is approved on the condition that certain improvements are made to the subject property, the applicant must provide proof that the conditions have been met prior to issuance of a permit. If the applicant fails to provide proof of compliance within six (6) months of approval, the special use permit shall be void.
6. Depending upon the nature of the request the following improvements may include but are not limited to: landscaping, water retention, paving, parking, curb, gutter, sidewalk, and possibly street improvements.