



# City of Twin Falls Special Use Permit Application

P.O. Box 1907  
203 Main Ave E  
Twin Falls, ID 83303  
Phone: 208-735-7267  
[tfplanning@tfid.org](mailto:tfplanning@tfid.org)

Received Date: \_\_\_\_\_

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

Application Fee: **\$500 Paid:** \_\_\_\_\_

## A. Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Property Owner Information (if different than Applicant)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## C. Representative Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## D. Property Information

- Project Site Address: \_\_\_\_\_
- Parcel ID: \_\_\_\_\_
- Project Description: \_\_\_\_\_
- Total Land Area: \_\_\_\_\_
- Current Zoning District: \_\_\_\_\_
- Present Use of Property: \_\_\_\_\_
- Proposed Building Size (if applicable): \_\_\_\_\_

**The following items must be included with the application at the time of submission.**

E. Submittal Requirements

- **Proof of Property Control** (provide one of the following)
  - Deed
  - Executed Lease Agreement
  - Affidavit of Legal Interest
  - Earnest Money Agreement (signed by buyer and seller)
  
- **Written Project Description** explaining the reason for the request, general compatibility with other neighboring properties and possible impacts if approved. If applicable please provide the hours of operations, anticipated amount of traffic, and number of employees.
  
- **Site Plan** Drawn to scale on 8.5" x 11" paper of the subject property (to include the following along with any additional requirements based on the requested land use)
  - Measurement Scale
  - Property Lines
  - North Arrow
  - Street Names
  - If new buildings are proposed, **color elevations are required.**
  
- **Public Notification Materials**

A property owner list must be provided and contain the names and addresses of all property owners within the specified radius of the subject property perimeter as listed below. This list may be obtained from one of the following:

  - Twin Falls County Assessor's Office
  - A Title Company of your choice

<b><u>Zoning District of Subject Property</u></b>	<b><u>Notification Distance</u></b>
AG, RR, TN-1, TN-2, OS	500 FT
TN-3, AP, CC, COM, MU, CMT, CSI	750 FT
IND-1, IND-2	1000 FT

*The Planning & Zoning Director may require notification to additional areas which may be impacted by the proposed change.*

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**Applicant Acknowledgement**

I certify that the information provided in this application, and all submitted material is accurate and complete to the best of my knowledge.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Incomplete applications will not be accepted or scheduled for review.***

**Refund Policy**

A refund for a portion of the application fee may be granted, provided a **written request** is made by the applicant, requesting the withdrawal of the application, and is subject to the guidelines listed below:

- **85%** of the application fee may be refunded if no staff application review has been conducted.
- **50%** of the application fee may be refunded once staff review has been conducted. (within 35 days of Public Hearing)
- **No** refund for permit applications withdrawn after the Public Hearing Agenda has been posted or within 48 hours of the Public Hearing

### **Application and Decision Process Public Hearings**

1. Contact the Planning & Zoning Department (735-7267 or 203 Main Avenue East) to confirm zoning requirements and procedures.
2. Submit a complete application with required attachments and fees. **(Milestone 1)**
3. Staff reviews the application and requests additional information if needed.
4. Once deemed complete, staff schedules the request for a public hearing. **(Milestone 2)**
5. Staff will publish the public hearing notice in the *Times News* and email a Public Notice Packet to the applicant.
6. The applicant mails notice letters to required property owners, posts the notice sign, and submits a signed Affidavit of Mailing and Posting by the deadline. (*Failure to comply will result in removal from the agenda.*)
7. Staff will generate a staff report and analysis of the request with recommendations.
8. The staff report will be emailed to the applicant prior to the hearing. **(Milestone 3)**
9. The Planning & Zoning Commission will hold a public hearing and consider the staff, applicants, and public testimony prior to deliberation.
10. The Commission deliberates and makes a final decision or forwards their recommendation to the City Council.
11. Recommendations forwarded to the City Council repeat the public notice process for public hearings.
12. The City Council holds a public hearing and makes a final decision based on the record, testimony and recommendations.
13. Commission decisions may be appealed to the City Council within 15 days of action by submitting a completed appeal application and fee.
14. Upon appeal, the City Council schedules a public hearing and may uphold, conditionally uphold, or overrule the decision.