



CONDITIONAL USE CHECKLIST (ACC 8-5B)

A Conditional Use Request requires a **public hearing**

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Explain the proposed use, and all uses associated with the request	
	Any supporting information	
	Address the standards in ACC 8-5-3 for proposed use(s).	
	Days of Use.	
	Hours of Use.	
	Duration of Use (s).	
	MASTER SITE PLAN (if required)	
	NEIGHBORHOOD MEETING CERTIFICATION	
	PRE-APPLICATION CONFERENCE NOTES	
	SITE PLAN is not required if associated with a MSP	
	Show existing and proposed structures	
	Submit one electronic copy, one full sized plan and one 8 1/2" x 11"	
	ADDITIONAL APPLICATION SUBMITTAL CHECKLIST required for the following uses:	
	CONTRACTOR'S YARD OR SHOP (ACC 8-5-3-30)	
	DANGEROUS OR PROTECTED ANIMALS (ACC 8-5-3-32)	
	DRIVE-UP WINDOW SERVICE (ACC 8-5-3-35)	
	EXPLOSIVE MANUFACTURING STORAGE (ACC 8-5-3-42)	
	FLAMMABLE SUBSTANCE STORAGE (ACC 8-5-3-45)	
	MANUFACTURE OR PROCESSING OF HAZARDOUS CHEMICALS OR GASES (ACC 8-5-3-64)	
	MEATPACKING FACILITY (ACC 8-5-3-69)	
	PROCESSING PLANTS FOR AGRICULTURAL OR DAIRY PRODUCTS (ACC 8-5-3-84)	
	SEPTAGE TREATMENT AND DISPOSAL FACILITY, PRIVATE (ACC 8-5-3-104)	
	STORAGE FACILITY, SELF-SERVICE AND STORAGE FACILITY, SELF-SERVICE - OUTDOOR ONLY (ACC 8-5-3-109)	
	TOWER OR ANTENNA STRUCTURE, COMMERCIAL (ACC 8-5-3-114)	
	MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)	

	<p>APPLICATION FEE: \$800 (base fee) + .12/square foot (for all proposed structures)</p> <p><i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i></p>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.

CONDITIONAL USE - SUPPLEMENTAL APPLICATION CHECKLIST

(to be completed & submitted by the applicant)

CONTRACTOR'S YARD OR SHOP (ACC 8-5-3-30)

Provide the following information:

The proximity of existing dwellings

Number of employees:

Hours and Days of Operation:

Dust mitigation, if applicable

Noise mitigation

Outdoor Loading:

Traffic and circulation

Landscaping and Screening

DANGEROUS OR PROTECTED ANIMALS (ACC 8-5-3-32)

Endangered Or Protected Species Research Facility:

Conceptual Development Plan (in lieu of Master Site Plan):

Existing structures/buildings, uses, parking layout, facilities and traffic circulation

Calculations of existing and required parking for each existing structure and/or use

The general location of proposed new structures and/or uses and their required parking facilities in relation to existing or proposed traffic circulation patterns

Any existing easements or rights of way within one hundred feet (100') of the conceptual area of development

The maximum requested level of residential development

The maximum square footage requested for any ancillary use(s)

The location and capacities of firefighting resources on site

The location of wells, septic systems, and/or reserve septic systems, if applicable

Detailed Letter:

Proposed Use(s)

List of proposed allowed ancillary use(s)

List of proposed ancillary use(s) allowed by conditional use

A written statement describing the off street parking and loading plan

Approval of Central District Health for the ancillary use, if applicable

Statement explaining how the ancillary use conforms to the approved conceptual development plan, if applicable

DRIVE-UP WINDOW SERVICE (ACC 8-5-3-35)

Identify the stacking lane, menu and speaker location (if applicable), and window location on the master site plan.

EXPLOSIVE MANUFACTURING STORAGE (ACC 8-5-3-42)

Written documentation from the appropriate fire authority approving the proposed location and plan specifications of the facilities.

Include maps and engineering drawings showing proposed drainage, proposed sewer system design, the depth of the water table, soil composition, all existing surface water, and all existing uses within one-fourth (1/4) mile of the property.

Furnish evidence that the dangerous characteristics of the particular process or activity in question have been or shall be eliminated or minimized sufficiently so as to not create a public nuisance or be detrimental to the public health, safety, or welfare.

FLAMMABLE SUBSTANCE STORAGE (ACC 8-5-3-45)

Written documentation from the appropriate fire authority approving the proposed location

	and plan specifications of the facilities.	
	Include maps and engineering drawings showing proposed drainage, proposed sewer system design, the depth of the water table, soil composition, all existing surface water, and all existing uses within one-fourth (1/4) mile of the property.	
	Furnish evidence that the dangerous characteristics of the particular process or activity in question have been or shall be eliminated or minimized sufficiently so as to not create a public nuisance or be detrimental to the public health, safety, or welfare.	

MANUFACTURE OR PROCESSING OF HAZARDOUS CHEMICALS OR GASES (ACC 8-5-3-64)

	Written documentation from the appropriate fire authority approving the proposed location and plan specifications of the facilities.	
	Include maps and engineering drawings showing proposed drainage, proposed sewer system design, the depth of the water table, soil composition, all existing surface water, and all existing uses within one-fourth (1/4) mile of the property.	
	Furnish evidence that the dangerous characteristics of the particular process or activity in question have been or shall be eliminated or minimized sufficiently so as to not create a public nuisance or be detrimental to the public health, safety, or welfare.	

MEATPACKING FACILITY (ACC 8-5-3-69)

	Written documentation that the proposed facility meets any applicable federal, state, or local standards regarding such use including, but not limited to, those of the environmental protection agency, the U.S. department of agriculture, central district health department, and Idaho department of water resources.	
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PROCESSING PLANTS FOR AGRICULTURAL OR DAIRY PRODUCTS (ACC 8-5-3-84)

	Written documentation that the proposed facility meets any applicable federal, state, or local standards regarding such use including, but not limited to, those of the environmental protection agency, the U.S. department of agriculture, central district health department, and Idaho department of water resources.	
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SEPTAGE TREATMENT AND DISPOSAL FACILITY, PRIVATE (ACC 8-5-3-104)

	Detailed Letter:	
	Description of the surrounding area within one mile of the subject site including the proximity of existing residential dwellings.	
	Number and frequency of anticipated deliveries from outside companies dumping septage.	
	Anticipated quantity (in gallons) of septage to be accepted.	
	Parking (one for every employee and one for every 1000 square feet of gross floor area.	
	Hours and days of operation	
	Description of the disposal method(s), including, but not limited to: evaporative lagoon(s), land application, or subsurface discharge (interment), and proposed location of disposal.	
	Description of the proposed substance(s) being treated and its source(s), the method(s) of treatment, monitoring methods, and the ability of the site to support the proposed use.	
	Storage and screening method for materials to be used to process solid waste (i.e., woodchips) and location of storage goods.	

STORAGE FACILITY, SELF-SERVICE AND STORAGE FACILITY, SELF-SERVICE - OUTDOOR ONLY (ACC 8-5-3-109)

	Provide the following information:	
	Proximity of existing dwellings	
	Number of vehicles anticipated to be stored upon the property	
	Hours of operation	
	Dust mitigation proposal, if applicable	
	Noise mitigation proposal	

	Traffic and circulation	
	Landscaping and screening	
TOWER OR ANTENNA STRUCTURE, COMMERCIAL (ACC 8-5-3-114)		
	Suitability Analysis:	
	Description of surrounding area within one (1) mile of subject site, including topography.	
	Propagation Charts (transmission coverage at the subject site & within an area large enough to provide understanding of why the facility needs to be placed at the chosen location).	
	Signed Lease Agreement	
	Equipment Storage Areas - Show approximate location of equipment storage areas on the site plan. Provide approximate square footages of equipment storage structures.	
	Engineering Data:	
	Showing the tower is designed structurally, electrically, and in all other respects to accommodate both the applicant's equipment and comparable equipment for a minimum of one additional user if the tower is over twenty feet (20') in height. If the tower is over one hundred ten feet (110') in height, it shall be designed structurally, electrically, and in all other respects to accommodate both the applicant's equipment and comparable equipment for a minimum of two (2) additional users)	
	Report from a qualified and licensed professional engineer that describes the facility height and design that documents the height above grade for the recommended mounting position for collocated antennas and the minimum separation distances between antennas. - Include a structure cross section - Structure elevation	
	Letter of Intent (Committing the facility owner and successor to allow the shared use of the facility)	
	Written Analysis (Demonstrating the facility cannot be accommodated on an existing or approved tower within:	
	A two (2) mile radius for towers with a height over 110-feet	
	A one (1) mile radius for towers with a height over 80-feet	
	A one-half (½) mile radius for towers with height over 50-feet	
	A one-fourth (¼) mile radius for towers with height of 50-feet or less	
	Written demonstration that proposed facility cannot be accommodated on an approved tower or structure within the required search radius due to one or more of the following reasons:	
	Unwillingness of a property owner, or tower or facility owner to entertain shared use	
	Planned equipment would <u>exceed structural capacity</u> of the existing tower or structure, as documented by a qualified and licensed professional engineer, and the existing tower or facility structure cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost	
	The planned equipment would cause radio interference with material impacting the usability of other existing or planned equipment at the tower or structure, and the interference cannot be prevented at a reasonable cost as documented by a qualified and licensed professional engineer or other professional qualified to provide necessary documentation	
	Existing or approved towers or other structures within the search radius cannot accommodate the planned equipment at a height necessary to be commercially functional as documented by a qualified and licensed professional engineer or other professional qualified to provide necessary documentation	
	The proposed collocation with an existing tower or structure would be in violation of a local, state, or federal law	
	Any other unforeseen reasons that make it unfeasible to collocate upon an existing or approved tower or structure as documented by a qualified and licensed professional engineer, or other professional qualified to provide necessary documentation.	