



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184 FAX (208)234-6586

Application Submittal Approved: \_\_\_\_\_  
Plan Review Approved: \_\_\_\_\_

*Dates for a public hearing or Council consideration will not be scheduled until application is deemed complete.*

### APPLICATION FOR LAND USE EXCEPTION

Filing Fee: \$720.00 + 1.50/address \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant:**

**Representative:**

\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City and Zip Code

\_\_\_\_\_  
City and Zip Code

\_\_\_\_\_  
Telephone (work/cell/home)

\_\_\_\_\_  
Telephone (work/cell/home)

\_\_\_\_\_  
Site Address/location:

\_\_\_\_\_  
Zoning:

\_\_\_\_\_  
Legal Description (attach documentation—see C, below):

\_\_\_\_\_  
Brief description of exception requested and proposed project:

### THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION TO BE COMPLETE

- A. All necessary filing fees and other specified plans and descriptions must be paid and/or filed accompanying your application.
- B. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.
- C. The complete and accurate legal description for the subject property shall be submitted. This can be obtained from the Bannock County Assessor by requesting a copy of the controlling document for the subject site or address. A copy of this document shall be submitted with this application.
- D. **Typed**, gummed mailing labels with all of the names and addresses of the property owners within a 300 foot radius of the subject property. A charge of \$1.50 per property owner and resident is required. A signed Affidavit of Mailing List must also be submitted (attached).
- E. Two (2) site plans, one (1) measuring 8-1/2" x 11", and one (1) measuring 18" x 24" (or larger), which describes the proposal and contains the following information:
  - 1. Drawn to scale, engineer or architect.
  - 2. Location of buildings, landscaping, setbacks, parking areas, existing and proposed fencing.,
  - 3. Location of adjoining streets (including all public improvements such as sidewalks and public planting strips), alleys, driveways, and property lines.

- F. Separate from the application, the following information is required:
1. Written analysis of your request explaining the reasoning for the proposal (these are outlined for the specific land use processes located in Sections 17.02.130, 17.02.170, and 15.20.260 of the Pocatello Municipal Code) and a detailed explanation of the reason(s) for non-compliance with the zoning ordinance;
  2. Explanation of the reasons for using the exception process as opposed to the variance/CUP procedures; and
  3. Complete description of the proposal, and description of the measures that will be taken in the development to minimize adverse effects on adjoining lands.
- G. If a representative will be submitting the application, an affidavit, power of attorney, or other document evidencing the right of the representative to appear and submit items on behalf of the property owner.

**The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.**

**This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.**

**I hereby acknowledge that I have read this application and state that the above information, including all submitted materials, is correct and I agree to the above terms and conditions. I further agree to abide by any and all conditions the City Council may impose on my use of this site. I also understand that non-conformance with these conditions in a timely manner will result in automatic forfeiture of my permit. I am also aware that the applicant or a representative must be present at the public hearing and that the decision on this request will be recorded in the official records of Bannock County.**

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

By \_\_\_\_\_  
Date

**\* A sign giving public notice will be posted at the proposed site during the course of these proceedings.**



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### AFFIDAVIT OF MAILING LIST

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide one set of mailing labels of all the property owners of record located within 300 feet of the boundaries of the project site and \$1.50 fee per label. The list shall be based on the most current equalized assessment rolls of County of Bannock. This list and fee will be used to send the notices of public hearing required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and addresses are set forth on the latest equalized assessment rolls of the County of Bannock.
4. The foregoing is true under penalty of perjury.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

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