

City of Notus

P.O. Box 257
375 Notus Road
Notus, Idaho 83656
Office: 208-459-6212
Fax: 208-459-0925
Notuscityclerk@gmail.com

Conditional Use Checklist

STAFF USE ONLY:

Project Name: _____ File Number: _____

Applicant/Agent: _____ Date Received: _____

*****Please ensure you have had a pre-application discussion with a member of City staff prior to submitting your application.***

Did you discuss this application with a planner? ___ Yes ___ No

Date of pre-app discussion: ___ / ___ / ___ Type: (in person, phone call, etc.) _____

Applicant	Description as per Notus Code 9-6-3
	Completed Master Application Form
	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, pedestrian walkways, off street parking and off-street loading facilities and landscaped areas, buffering or other similar elements of site design.
	A physical description of all buildings and architectural drawings of all proposed buildings showing height, dimensions, design, exterior finish and other appropriate aspects of the building.
	Letters of approval from the highway district, fire district and water or sewer district and other appropriate agencies, if applicable.
	A list obtained through the County Assessor's office showing property owners and addresses of such owners that identifies properties within a radius of three hundred feet (300') from the external boundaries of the property described in this application.
	Associated Fees

All of the above items shall be submitted in 8 ½ x 11-inch paper format (maps to be folded on 8 ½ x 11 size) and in electronic format on either a jump drive or CD. Please be aware the jump drive or CD will become part of the file and will not be returned.