



## Planning & Zoning Department

### Conditional Use Permit for Multi-Family Housing Checklist

\*Required in the BN, BC, and GB2 zones and in the RP and DV zones when 4+ stories in height.

Nonrefundable Fee: **\$350.00**

<b>Staff Use Only</b>	
Project Name: _____	File Number: _____
Date Received: _____	Code Referenced: _____

***Pre-application meetings are required prior to submitting an application for a CUP for multi-family housing.***

**Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website [cityofnampa.us/255/Planning-Zoning](http://cityofnampa.us/255/Planning-Zoning) under the *Apply for a Planning Permit* link.**

Applicant	Staff	Description
<b>A copy of <u>ONE</u> of the following</b>		
		A recorded warranty deed for the property
		Proof of option
		Earnest money agreement
<b>One copy of <u>EACH</u> of the following</b>		
		Pre-application meeting (date of meeting: ____ / ____ / ____ )
		A concept/site plan that includes any adjacent property affected, existing & proposed locations of streets, easements, property lines, structures, driveways, pedestrian walks, off-street parking & off-street loading facilities and landscaped areas, preliminary or final building plans & building elevations, together with any other information considered pertinent to the determination of this matter.
		Signed & Notarized Affidavit of Legal Interest. Form <b>must</b> be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent).
		A Professional Land Surveyor or Engineer verified <u>original legal description</u> of property. <ul style="list-style-type: none"> <li>• If the legal description provided is not clean and legible, a retyped Microsoft Word formatted document must be submitted.</li> </ul>
		Narrative fully describing the scope of work.
		A copy of the sign in sheet and the mailed letter/notice from the neighborhood meeting held per the guidelines listed in NCC Section 10-2-2.B (required for all projects in the BC and DV zone if the building exceeds 65' in height).
		A breakdown of commercial and indoor recreational facilities provided (see NCC Section 10-3-2, Page 7, footnote 10 for requirements). _____% of outdoor recreational space provided _____% of indoor recreational facilities provided
		Associated Fees
		Master Application form

#### NOTICE TO APPLICANT

This application will be referred to the Nampa Planning Commission for its consideration. The Planning Commission shall hold a public hearing on the application and it shall be granted or denied. Notice of public hearing must be published in the Idaho Press-Tribune 15 days prior to said hearing. Notice shall also be posted on the premises not less than 1 week prior to the hearing. Hearing notices will also be mailed to property owners or purchasers of record within 300 feet of the subject property. You will be given notice of the public hearing and should be present to answer any questions.

If a Conditional Use Permit is granted by the Planning Commission, it shall not become effective until after an elapsed period of 15 days from the date of Planning Commission action. During this time any interested person may appeal the action to the City Council. You will be notified of any pending appeals.

If the conditional use permit is denied by the Planning Commission, you may appeal the decision to the City Council within 15 days from the date such action is taken by the Planning Commission. At the time the Conditional use permit becomes effective you will be sent a document which constitutes an official "Conditional Use Permit". This document will enumerate the conditions attached to the issuance of the permit and state the consequences of failure to comply.



# Planning & Zoning Department

## Master Application

**Staff Use Only**

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

File Number: \_\_\_\_\_

Related Applications: \_\_\_\_\_

### Type of Application

- |   |  |
|---|--|
| <input type="checkbox"/> Accessory Structure          | <input type="checkbox"/> Legal Non-Conforming Use                |
| <input type="checkbox"/> Annexation/Pre-Annexation    | <input type="checkbox"/> Planned Unit Development/MPC            |
| <input type="checkbox"/> Appeal                       | <input type="checkbox"/> Subdivision                             |
| <input type="checkbox"/> Design Review                | <input type="checkbox"/> Short                                   |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary                             |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Final                                   |
| <input type="checkbox"/> Multi-Family Housing         | <input type="checkbox"/> Condo                                   |
| <input type="checkbox"/> Development Agreement        | <input type="checkbox"/> Temporary Use Permit                    |
| <input type="checkbox"/> Modification                 | <input type="checkbox"/> Fireworks Stand                         |
| <input type="checkbox"/> Home Occupation              | <input type="checkbox"/> Vacation                                |
| <input type="checkbox"/> Daycare                      | <input type="checkbox"/> Variance                                |
| <input type="checkbox"/> Kennel License               | <input type="checkbox"/> Staff Level                             |
| <input type="checkbox"/> Commercial                   | <input type="checkbox"/> Zoning Map/Ordinance Amendment (Rezone) |
| <input type="checkbox"/> Mobile Home Park             | <input type="checkbox"/> Other: _____                            |

**You must attach any corresponding checklists with your application or it will not be accepted**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Interest in property:  Own  Rent  Other: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

Contractor Name (e.g., Engineer, Planner, Architect): \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Subject Property Information**

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

Parcel Number(s): \_\_\_\_\_ Total acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of proposed use:  Residential  Commercial  Industrial  Other: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Description of proposed project/request: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Acres of each proposed zone: \_\_\_\_\_

**Development Project Information (if applicable)**

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, etc.)		
Right of Way (internal roadways, ROW to be dedicated, etc.)		
Qualified Open Space		
<b>Total</b>		

**Please answer all questions that are relevant to your project**

Minimum square footage of structure: \_\_\_\_\_ Maximum building height: \_\_\_\_\_

Minimum property size (s.f.): \_\_\_\_\_ Average property size (s.f.): \_\_\_\_\_

Gross density: \_\_\_\_\_ Net density: \_\_\_\_\_

Type of dwelling proposed:  Single-family Detached  Single-family Attached

Duplex  Multi-family  Condo  Other: \_\_\_\_\_

Proposed number of units: \_\_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_

% of qualified open space: \_\_\_\_\_

**Additional information may be requested after submittal.**

**Authorization**

Print applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Staff**

Received by: \_\_\_\_\_ Received date: \_\_\_\_\_



# City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

## AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )  
 :SS  
COUNTY OF CANYON )

A. I, \_\_\_\_\_, whose address is \_\_\_\_\_, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to \_\_\_\_\_, whose address is \_\_\_\_\_, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_