



## Bonner County Planning Department

*"Protecting property rights and enhancing property value"*

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (866) 537-4935

Email: [planning@bonnercountyid.gov](mailto:planning@bonnercountyid.gov) - Web site: [www.bonnercountyid.gov](http://www.bonnercountyid.gov)

### Conditional Use Permit Application Checklist

1. Prior to submittal of this application, the applicants shall discuss the proposal with a staff planner.
2. The following items shall be submitted with the conditional use permit application:
  - Site plan, drawn to scale, showing location of all existing and proposed buildings, parking and loading areas, traffic access and circulation, undisturbed areas, open spaces, landscaping, refuse and service areas, utilities, signs and yards. (BCRC 12-222(i))
  - Narrative statement addressing the following: 1) Effects of elements such as noise, glare, odors, fumes and vibrations on adjoining property; 2) Compatibility of the proposal with the adjoining land uses; and 3) Relationship of the proposed use to the comprehensive plan. (BCRC 12-222(h))
  - Stormwater plan as may be applicable at BCRC 12-720.2 and 12-724.1, et seq.
  - Vicinity map as defined in BCRC, Section 12-822, sufficient to show the impact of the proposal commensurate with the scale of the project. (BCRC 12-222(k)).  
BCRC, Section 12-822 vicinity map definition: "A map depicting the general location of the subject property to other properties, the transportation system, landmarks and other physical features within a one mile radius of the site."
  - Documentation of the applicant's interest in title. (BCRC 12-222(d))
  - Trip generation and distribution letter.
  - Other information the planning director or governing body requires to determine if the proposed use meets the intent and requirements of code, such as information regarding utilities, traffic, service connections, natural resources, unique features of the land or off site features affecting the proposal. (BCRC 12-222(l))
  - Application filing fee. The application cannot be accepted by the planning department unless accompanied by the appropriate fees. (BCRC 12-265)