



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 - Web site: www.bonnercountyid.gov

Conditional Use Permit Application Information

What is a conditional use permit?

A conditional use permit is a land use permit that allows specific uses subject to certain conditions.

Why is a conditional use permit required?

Bonner County is divided into specific zoning districts. Each district provides a range of uses that are permitted "outright" and a range of uses that are "conditional." Conditional uses include activities that require a greater level of review. These types of proposed uses must be consistent with the Bonner County Comprehensive Plan; compatible with the neighborhood; and not create a hazard.

How long does it take to process a conditional use permit application?

Processing time is dependent on a number of factors, including the complexity of the project, the completeness of the application and the number of applications being considered by Bonner County at any given time. Plan on a minimum of 120 days for the processing of the permit.

How much does it cost to apply for a conditional use permit?

Conditional use permit application fees are based on the type of use:

Residential uses: Duplex/2-unit residence	\$300.00
Residential uses: Other than duplex	\$700.00 + \$10.00 per unit
Resource based uses – minor	\$300.00
Resource based uses – major	\$700.00
Commercial uses – minor	\$400.00
Commercial uses – major	\$800.00
Industrial uses	\$1,000.00
Public Uses	\$700.00

Plus Technology Fee of \$25.00 + GIS Review Fee of \$25.00 + Recording Fee of \$10.00 + applicable Stormwater Review Fee (per application)

Who prepares a conditional use permit application?

Applicants either prepare the application themselves or hire a licensed or registered design professional to serve as the project representative. Detailed mapping and stormwater management plans are generally required, which usually require a professional to prepare. However, it is not required by Bonner County Revised Code that conditional use permit applications be prepared by a licensed or registered design professional.

Who reviews and approves a conditional use permit application?

Planning department staff reviews conditional use permit applications for consistency with Bonner County Revised Code. Applications may also be reviewed by state and federal agencies for conformity with state and federal guidelines. If additional information is required by either Bonner County or any reviewing agency, planning staff will forward this request for information to the applicant. After all reviews are complete, the project will be acted on by the Planning & Zoning Commission or Hearing Examiner at a public hearing.



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 - Web site: 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)