



**Conditional Use Permit (CUP)
OpenGov Application
Checklist**

<https://mountainhomeid.viewpointcloud.com>

- **Proof of Proprietary Interest**

A proprietary interest is a property right; an interest held by a property owner. This can be in the form of a Warranty Deed or Affidavit of Legal Interest from the Property owner.

- **Vicinity Map (8 ½" by 11")**

Showing the location and current zoning of the property as well as zoning districts and land uses of adjacent properties.

- **Legal Description and survey of the subject property**

Including descriptions of each underlying zoning district if multiple underlying districts are included. **LEGAL DESCRIPTION MUST BE IN WORD DOC FORMAT.**

- **Conditional Use Permit Narrative**

An objective narrative statement evaluating the effects on the adjoining property; the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the district; the plan shall not be detrimental to the health, safety, and general welfare of the public; and the relationship of the proposed use to the comprehensive plan.

- **List of Mailing Addresses**

A list of the mailing addresses of all property owners of record, obtained from tax records, which are within 300' of the external boundaries of the land in question.

- **Site Plan**

- **Notarized Affidavit of Legal Interest**



Applicant Public Hearing Notification Instructions

The applicant is responsible for sending out letters to surrounding property owners and public entities and posting public notification signs on the subject property. The applicant shall submit affidavits of mailing and signposting by the end of business day by the Mailings/Site Posting date on the current City of Mountain Home P&Z Commission schedule.

Mailing Instructions

- Fifteen (15) days before the hearing, written notice of time, place, and purpose of the hearing shall be mailed to:
 - Property owners within three hundred feet (300') of the external boundaries of the subject property.
 - This list can be obtained at the County Assessors' office.
 - Public Entities are identified in the attachment provided.
- The applicant shall submit an affidavit of mailing no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

Sign Posting Instructions

- One (1) public notice sign shall be posted along any adjacent public right-of-way (road) of the subject property.
 - The sign(s) shall meet the following specifications:
 - The sign(s) shall consist of four foot by four foot (4' x 4') plywood or another hard surface on two (2) four-inch by four-inch (4" x 4") posts or attached to another approved support in such a manner that it is perpendicular to the roadway along which the sign is posted. The bottom of the sign shall be at least three feet (3') above the ground.
 - Lettering and Content: At the top of the sign, notice signs shall include each of the following with a minimum size of six-inch (6") letters:
 - The words "Notice of Public Hearing";
 - The phone number for the city's planning and zoning department; and
 - The official city logo.
 - Brochure Holder: Notice signs shall include a mounted brochure holder. When the city council conducts a public hearing for a proposal that the planning and zoning commission has recommended, the notice for that hearing shall include the commission's recommendation in addition to



the time and place of the hearing and a summary of the proposal. The applicant requesting the proposed change shall ensure that, until the notice sign is removed, the brochure holder contains handouts providing notice of the time and place of the hearing and a summary of the proposal.

- City Staff will provide the brochure notice.
- Material: The sign shall be constructed with a weather-resistant material.
- Substantial Compliance: The sign shall be in substantial compliance with the following:



*The Planning & Zoning Division is aware of the following individuals, groups, or businesses that provide signposting services in the City of Mountain Home:

- Cox Signs - (208) 587-3840 - cox-signs.com
- Gary Tuller – (208) 599-3705 – garytuller@hotmail.com

THE CITY DOES NOT ENDORSE OR RECOMMEND A PARTICULAR SIGN PROVIDER.

- The applicant shall submit an affidavit of signposting no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

P&Z Commission Schedule

Meeting Date	Application Deadline	Public Notice Deadline	Mailings/Site Posting	Packets Out
January 2, 2024	December 5, 2023	December 8, 2023	December 15, 2023	December 28, 2023
January 16, 2024	December 19, 2023	December 22, 2023	December 29, 2023	January 11, 2024
February 6, 2024	January 2, 2024	January 12, 2024	January 19, 2024	February 1, 2024
February 20, 2024	January 16, 2024	January 26, 2024	February 2, 2024	February 15, 2024
March 5, 2024	February 6, 2024	February 9, 2024	February 16, 2024	February 29, 2024
March 19, 2024	February 20, 2024	February 23, 2024	March 1, 2024	March 14, 2024
April 2, 2024	March 5, 2024	March 8, 2024	March 15, 2024	March 28, 2024
April 16, 2024	March 19, 2024	March 22, 2024	March 29, 2024	April 11, 2024
May 7, 2024	April 2, 2024	April 12, 2024	April 19, 2024	May 2, 2024
May 21, 2024	April 16, 2024	April 26, 2024	May 3, 2024	May 16, 2024
June 4, 2024	May 7, 2024	May 10, 2024	May 17, 2024	May 30, 2024
June 18, 2024	May 21, 2024	May 24, 2024	May 31, 2024	June 13, 2024
July 2, 2024	June 4, 2024	June 7, 2024	June 14, 2024	June 27, 2024
July 16, 2024	June 18, 2024	June 21, 2024	June 28, 2024	July 11, 2024
August 6, 2024	July 2, 2024	July 12, 2024	July 19, 2024	August 1, 2024
August 20, 2024	July 16, 2024	July 26, 2024	August 2, 2024	August 15, 2024
September 3, 2024	August 6, 2024	August 9, 2024	August 16, 2024	August 29, 2024
September 17, 2024	August 20, 2024	August 23, 2024	August 30, 2024	September 12, 2024
October 1, 2024	September 3, 2024	September 6, 2024	September 13, 2024	September 26, 2024
October 15, 2024	September 17, 2024	September 20, 2024	September 27, 2027	October 10, 2024
November 5, 2024	October 1, 2024	October 11, 2024	October 18, 2024	October 31, 2024
November 19, 2024	October 15, 2024	October 25, 2024	November 1, 2024	November 14, 2024
December 3, 2024	November 5, 2024	November 8, 2024	November 15, 2024	November 27, 2024
January 7, 2025	December 3, 2024	December 13, 2024	December 20, 2024	January 2, 2025

These dates are tentative and subject to change. Larger projects may need more time to review the application.

NOTE: Your application will not be deemed complete until all documents have been submitted and reviewed by staff. This may mean that your application would be scheduled for the following month's meeting. Additionally, some applications may take longer to process based on the complexity of the request, the Planning and Zoning department will notify you when your hearing date will occur after your application has been reviewed.



Affidavit of Legal Interest

State of Idaho)
) ss
County of Elmore)

I, _____, _____
Name Address

City State Zip Code

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Records, skip to B)

- A. That I am the record owner of the property described on the attached, and I grant my permission to:

Name Address

To submit the accompanying application pertaining to that property.

- B. I agree to indemnify, defend and hold the City of Mountain Home and its employees harmless of any claim or liability resulting from any dispute regarding the statements contained herein or the ownership of the property subject to the application.

Dated this _____ day of _____, 20__

Signature

Subscribed and sworn to before me the day and year first above written.

Notary Public for Idaho

Residing at:_____

My commission expires:_____



Affidavit of Mailing

State of Idaho)
) ss
County of Elmore)

I, _____, _____
Name Address

_____, _____
City State Zip Code

as the applicant/representative for Planning & Zoning Application PZ-____-____,
hereby certify that this _____ day of _____, 20____ a true and correct
written notice of time, place and purpose of hearing regarding PZ-____-____, was
mailed to property owners within three hundred feet (300') AND to all political
subdivisions per attachment "A" at least fifteen (15) days before the public hearing on

_____.
Month Day Year

Signature _____

Subscribed and sworn to before me the day and year first above written.

Notary Public for Idaho

Residing at: _____

My commission expires: _____


Affidavit of Sign Posting

State of Idaho)
) ss
County of Elmore)

I, _____, _____
Name Address

City State Zip Code

being first duly sworn upon oath, depose and say:

Per the City of Mountain Home City Code 9-6-10 (D), I personally posted or attest that the subject property was posted on _____
Date

which is at least fifteen (15) days prior to the scheduled hearing for Planning & Zoning Application PZ-____-_____.

I have submitted photograph(s) of the posting to the City, concurrent with this affidavit. The sign(s) will be removed no later than three (3) days after the public hearing.

Dated this _____ day of _____, 20_____.

Signature _____

Subscribed and sworn to before me the day and year first above written.

Notary Public for Idaho

Residing at: _____

My commission expires: _____



Public Entities List

Company	Name	Address	City,State, Zip Code
Airport Advisory Committee Member	Paul Hibbard	3370 SW Trailwinds	Mountain Home ID 83647
Airport Advisory Committee Member	Ian Morcott	1890 Knight Court	Mountain Home ID 83647
Airport Advisory Committee Member	William James	1208 NW Nina Court	Mountain Home ID 83647
Airport Advisory Committee Member	Martin Pike	1649 East 15th North Street	Mountain Home ID 83647
Airport Advisory Committee Member	A.J. Lewis	1120 Julia	Mountain Home ID 83647
Airport Advisory Committee Member	Tom Hoegg	6375 Old Hwy 30	Mountain Home ID 83647
Airport Advisory Committee Member	Steve Mulberry	1662 Thacker Road	Hammett, Id 83627
Central District Health Department	Marty Jones, Env. Health Services	520 East 8th North	Mountain Home ID 83647
Century Link		1315 West Amity	Boise ID 83705
Elmore County Assessor		150 South 4th East, Suite 2	Mountain Home ID 83647
Elmore County Commissioners		150 South 4th East	Mountain Home ID 83647
Elmore County P & Z		520 East 2nd South	Mountain Home ID 83647
Elmore County Soil and Water Conservation		795 South Haskett Street	Mountain Home ID 83647
Idaho Department of Lands	Endowment Trust Lands	300 North 6th Street, Ste. 103	Boise, ID 83720



Idaho Dept of Lands	Southwest Supervisory	8355 West State Street	Boise ID 83703
Idaho Dept of Transportation	District 3	P O Box 8028	Boise ID 83707-2028
Idaho Power		2430 American Legion Blvd	Mountain Home ID 83647
Intermountain Gas		555 S. Cole Road	Boise ID 83709
Mellen Water District		P.O. Box 1086	Mountain Home ID 83647
Mountain Home Highway District		P O Box 756	Mountain Home ID 83647
Mountain Home Irrigation District	David Ascuena	140 South 3rd East	Mountain Home ID 83647
Oregon Shortline RR CO	C/O Union Pacific Corp.	1700 Farnam St. #10s-FL	Omaha, NE 60102-2010
St. Luke's Elmore Medical Center	Lisa Melchior	895 N 6th E	Mountain Home ID 83647
Superintendent of Schools	Mtn Home School District #193	470 North 3rd East Street	Mountain Home ID 83647
USPS	Attn: Postmaster	350 North 3rd East Street	Mountain Home ID 83647
West Side Sewer District	Don Gust	P.O. Box 717	Mountain Home ID 83647
Zito Media		1993 East 8th North Street, Suite 210	Mountain Home ID 83647