



## Planning and Zoning Application & Checklist

### PUD USE EXCEPTION

Owner(s) Name: \_\_\_\_\_

Applicant Name\*: \_\_\_\_\_

*\*A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Subdivision/PUD Name: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Total Acres in the PUD: \_\_\_\_\_ Total Acres for proposed use: \_\_\_\_\_

### SECTION I. Required Items to be Submitted – Hard Copy & Digital

\_\_\_\_ **Proof of ownership or valid option agreement**

\_\_\_\_ **Site plan:** *Identify the area and any buildings for the proposed use in relation to the property boundary lines. Submit six (6) copies printed at least 11x17 in size and a PDF.*

\_\_\_\_ **Scaled drawing of elevations for any proposed buildings:** *Submit six (6) copies printed at least 11x17 in size and a PDF.*

\_\_\_\_ **Narrative:** *Attach a statement and any supporting information describing the request and how it complies with the criteria.*

\_\_\_\_ **Additional information may be required in order to adequately review the proposal.**

### SECTION II: Evaluation Criteria

Section [14.5.9.C of the Land Development Code](#): Upon recommendation of the Planning & Zoning Commission, the City Council may authorize specific uses not normally permitted by the development's current zoning. The P&Z and City Council may grant a Use Exception, upon finding that the following are met:

1. The uses permitted by the exception are strongly related to the principal use of the development, and provide services or facilities useful or complementary to the primary use.

2. No more than five percent (5%) of the total area of the project shall be devoted to the uses permitted by the exception.
3. The uses permitted by the exception are integrated into the overall project by:
  - a. Being located in proximity to and within convenient walking distance of the primary uses.
  - b. Utilizing one or more of the main public streets in the PUD as the main access to the exception site, or interconnection through a system of private roadways and/or pathways.
  - c. Providing pedestrian and bicycle pathway connections with the primary use site.
  - d. Orienting buildings on the exception site to facilitate vehicular and/or pedestrian access from the primary use site.
  - e. Continuing architecture, landscaping, and building bulk concepts from the primary use into the use of the exception site so they are consistent and harmonious throughout the development.
4. The use(s) permitted by the exception are neighborhood- or community serving in size and character and not regional, and are not detrimental to adjacent neighborhoods in location and character.

### **SECTION III. Review & Approval Process**

1. Upon acceptance of a complete application and project review is complete, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission agenda.
2. The Planning and Zoning Commission will review the application in accordance with the evaluation criteria and the Comprehensive Plan and forward a recommendation with findings to the City Council.
3. The City Council will then review and vote to approve, approve with modifications, or deny the Use Exception according to the approval criteria listed above.

### **SECTION IV. Acceptance**

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator/Commission reserve the right to take photographs and/or videos of the property under consideration as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

**As the owner/applicant, I have read and understand the application, review procedures, and responsibilities which accompany this application.**

**Applicant Signature:** \_\_\_\_\_

\_\_\_\_\_ Date

**Owner Signature\*:** \_\_\_\_\_

\_\_\_\_\_ Date

*\*A statement authorizing the applicant to apply on behalf of the owner must accompany this form if applicable.*

### **\*OFFICE USE ONLY\***

FILE #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_