

# Conditional Use Application Checklist

## Canyon County Development Services

111 North 11<sup>th</sup> Avenue, #140, Caldwell, ID 83605

[www.canyoncounty.org](http://www.canyoncounty.org) Phone 208-454-7458 Fax 208-454-6633



The following list details items that must be submitted with your application.

<input type="checkbox"/> Master Application completed and signed
<input type="checkbox"/> Site Plan and or Floor Plan 8 ½ x 11 showing existing and proposed structures include uses, square footage and height, easements, property lines, access, setbacks
<input type="checkbox"/> Detailed letter fully describing the request or project, address specific uses, hours and days of operation, number of employees, proposed improvements, water and sewer sources, irrigation source and system, signage, number pickups, deliveries and patrons and how you plan to mitigate negative impacts
<input type="checkbox"/> Land Use Worksheet
<input type="checkbox"/> Neighborhood Meeting Sign up Sheet
<input type="checkbox"/> Deed or evidence of property interest to all subject properties.
<input type="checkbox"/> Fees

### Notes:

- If the detailed letter, site plan or floor plan are not complete or there is not sufficient evidence to evaluate the project, a revised version may be required.
- Additional studies and information may be required to fully understand the impacts to things such as traffic, the environment, economics and surrounding properties.