



City of Ponderay

208-265-5468 • Fax: 208-265-4357

288 Fourth Street • P.O. Box 500

Ponderay, ID 83852

www.cityofponderay.org

Change of Use Memo

Change of Use

Any time the use of land or building changes, the City of Ponderay Planning Department needs to be informed of such action as required by Ponderay City Code (PCC) Title 9, Chapter 8, Section 5. Written notice should be adequate to satisfy the Planning Department's investigation into elements addressed in the Site Plan Approval process. This includes but is not limited to structures, elevations, rooflines, roads, curb cuts, circulation patterns, anticipated traffic, signage, loading areas, sidewalks, parking, lighting, easements, utilities, natural drainages, stormwater management and erosion control plan, open space, neighboring land uses, current ownership, lease agreement, dust control, and other plans or maps.

Procedure:

1. The owner/occupant will review current Site Plan of Record (City staff may be able to provide assistance in locating the current site plan of record.)
2. Applicant completes the Change of Use Request Application.
3. Applicant prepares a narrative providing notice of intent and description of the proposed use. Narrative should be sure to address elements relevant to changes from existing use and the Site Plan of Record.
4. Applicant may also provide supplemental documentation such as pictures, sketches, plans, graphics useful in describing the nature and intensity of the proposed operation and should include any proposed revisions to the Site Plan of Record.
5. Applicant submits Change of Use Request form, narrative, supplemental information, and required fee to Ponderay City Planning.
6. Information may be presented to the Planning and Zoning Commission at the next available meeting date or summarily approved by the City Planning Director.
7. Applicant may represent their application if a Commission meeting is required and answer questions tendered by the Commission that may not have been addressed in the narrative. The Planning Commission may either approve the request or require a Site Plan Approval. If site plan approval is required, the commission may grant a temporary permit for the use pending Site Plan Approval pursuant to PCC 9-8-5(c).



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Change of Use Request Permit Application

Fee: \$100.00

DATE OF REQUEST: _____ P&Z MEETING DATE: _____

APPLICANT'S NAME: _____

BUSINESS: _____

PHONE NUMBER: _____ E-Mail: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

LOCATION OF PROPERTY: _____

CURRENT USE OR LAST USE: _____

PROPOSED USE SUMMARY: _____

PONDERAY CITY CODE(PCC) TITLE 9 CHAPTER 5

9-8-5 Change of Use.

- (1) *Notification: Whenever the use of land or buildings changes, the owner and/or the occupant of said land or building shall notify the Planning and Zoning Commission within seven (7) days in writing.*

- (2) *Investigation: The Planning Director shall investigate the change of use and may require the owner and/or occupant to seek site plan approval as set out herein, if said approval is consistent with the intent and purposes of this title.*

- (3) *Issuance of Temporary Permit: If Site Plan Approval is required by the Planning and Zoning Commission for a change of use, the Planning and Zoning Commission may grant a temporary permit for the use pending Site Plan Approval.*

DESCRIPTION OF PROPOSED USE – RELATION TO SITE PLAN AND COMPATIBILITY WITH DISTRICT OR NEIGHBORHOOD:

APPROVED: _____

DENIED: _____

SIGNATURE OF OWNER OR AGENT

SIGNATURE OF PLANNING DIRECTOR

DATE: _____