



## LATAH COUNTY PLANNING & BUILDING

Latah County Courthouse

PO Box 8068, 522 South Adams

Moscow, ID 83843

(208) 883-7220 ♦ FAX (208) 883-7225 ♦ E-Mail: pb@latah.id.us ♦ In Latah County, Toll Free: 1-800-691-2012

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# ADMINISTRATIVE ZONING PERMIT

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Application for an administrative zoning permit shall be made by the owner of the affected property. The completed application form, fee, and any other information required by the Planning Department shall be submitted to the Department and final approval granted prior to commencing the activity. Zoning activities started prior to the issuance of a zoning permit is subject to an additional \$300 fee.

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To comply with the purposes of this ordinance, specific land uses within a particular zone require special consideration prior to their being permitted in that zone. These administrative zoning permits uses must be reviewed and approved by the Planning Department prior to initiation or development. This review shall determine the uses compliances with the Latah County Land Use Ordinance #269. The approval may require specific conditions which ensures the uses compatibility with the ordinance. The listing of a particular use as a administrative zoning permit permitted use does not give the property owner a property right in that use.

*Uses require additional information or procedures as part of the administrative zoning permit application process. Before filing an administrative zoning permit application, the applicant is encouraged to meet with staff to discuss the process required for the proposed use.*



# Application for Administrative Zoning Permit

## Instructions

Please complete the application, the required attachments, and provide all of the information required in the Land Use Ordinance. Incomplete applications or applications without all required attachments will not be accepted.

### 1. Applicant Information

a. Applicant Name		b. Home Phone / Work Phone		c. Email	
d. Mailing Address		e. City		f. State	g. Zip code
h. Property Owner (if different than applicant)		i. Home Phone		j. Work Phone	
k. Mailing Address		l. City		m. State	n. Zip code

### 2. General Site Information

a. Assessor's Parcel Number(s)			b. Parcel Address (if applicable)		
c. Acreage of Existing Parcel	d. Zoning			f. Floodplain designation(s)	g. FEMA Panel #
j. Road Used to Access Site		i. Road District			
i. Existing Uses					

### 3. Adjacent Properties Information

a. Zoning of Adjacent Properties	b. Existing Uses of Adjacent Properties
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### 4. Permit Information

a. Proposed Use	
b. What Section of the Latah County Zoning Ordinance allows the proposed use to be considered for an Administrative Permit in the Zoning District in which the property is located?	

### 6. Authorization

The applicant does hereby certify that all of the above statements and information in any attachments transmitted herewith are true, and further acknowledges that approval of this application may be revoked if it is found that any such statements are false.

a. Signature of Applicant	b. Date
c. Signature of Property Owner (if different than applicant)	d. Date

### Office Use Only

Date Received	Amount	Receipt No.	By
AZP #	Date Determined Technically Complete	By	
Final Approval Date			

### 7. Attachments

All attachments should be reproducible in black and white at 8½" x 11"

- Fee:** (\$300.00) Make checks payable to Latah County P & B.
- Completed Narrative Worksheet:** See instructions on the Narrative Worksheet.
- Site Plan:** The site plan should include a north arrow, location of roads and rights-of-way, existing buildings, improvements and features; the location and dimensions of proposed facilities, improvements and operations; as well as any other details necessary for approval.
- All Required Plans:** Attach all required plans as required by the Land Use Ordinance
- Other Attachments:** Required by staff / or ordinance for certain proposed uses.



# Narrative Worksheet

## Application Information

Applicant's Name

Phone Number

**Instructions:** Please respond to each section of this form. If you need more space, you may attach additional sheets to the worksheet.

### Description of Proposal

Describe your proposal in detail. Include all aspects of your proposal.

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### Existing Uses of Property

Please describe what uses, structures and features currently occupy the property.

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### Conditions of Use

Please attach all required plans and describe how this use meets the specific conditions required in the Land Use Ordinance.

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## ADMINISTRATIVE (for office use only)

Permit approved to proceed with development as submitted  Permit denied  (Statement attached)  
**CONDITIONS SET FOR THIS APPLICATION THAT APPLICANT MUST ADHERE TO:**

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Signature of Local Administrator

Date

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