



City of Twin Falls Zoning Use Permit Application

P.O. Box 1907
203 Main Ave E
Twin Falls, ID 83303
Phone: 208-735-7267
tfplanning@tfid.org

Received Date: _____

Application No.: _____

Paid: _____

Residential Accessory Building \$250

Accessory Dwelling Unit \$250

Home Occupation \$250

All Others \$500

A. Applicant Information

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

B. Property Owner Information (if different than Applicant)

Name: _____
Phone: _____ Email: _____

C. Representative Information

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

D. Property Information

- Project Site Address: _____
- Parcel ID: _____
- Project Description: _____
- Current Zoning District: _____
- Present Use of Property: _____
- Proposed Building Size (if applicable): _____

E. Submittal Requirements

- Proof of Property Control (provide one of the following)
 - Deed
 - Executed Lease Agreement
 - Affidavit of Legal Interest
 - Earnest Money Agreement (signed by buyer and seller)

- Detailed documentation that demonstrates full compliance with the conditions listed within Title 10-6

- **Written Project Description** explaining the reason for the request, general compatibility with other neighboring properties and possible impacts if approved. If applicable please provide the hours of operations, anticipated amount of traffic, and number of employees.
 - Site Plan
 - Photos etc.

- **Site Plan** Drawn to scale on 8.5" x 11" paper of the subject property (to include the following along with any additional requirements based on the requested land use)
 - Measurement Scale
 - Property Lines
 - North Arrow
 - Street Names
 - If new buildings are proposed, **color elevations are required.**

Applicant Acknowledgement

I certify that the information provided in this application, and all submitted material is accurate and complete to the best of my knowledge.

Applicant/Signature: _____

Printed Name: _____ Date: _____

Incomplete applications will not be accepted or scheduled for review.

REFUND POLICY

A refund for a portion of the application fee may be granted, provided a **written request** is made by the applicant, requesting the withdrawal of the application, and is subject to the guidelines listed below:

- **85%** of the application fee may be refunded if no staff application review has been completed.

Application and Decision Process

1. Contact the Planning & Zoning Department (735-7267 or 203 Main Avenue East) to confirm zoning requirements and procedures.
2. Submit a complete application with required attachments and fees (Milestone 1).
3. Staff reviews the application and requests additional information if needed.
4. Staff will generate a staff report and analysis of the request with recommendations.
5. The applicant will receive a signed written decision on the request.
6. Administrative decisions may be appealed to the Planning and Zoning Commission within 15 days of action by submitting a completed appeal application and fee.
7. Upon appeal, the Planning and Zoning Commission schedules a public meeting and may uphold, conditionally uphold, or overrule the decision of staff.