

**CITY OF CLARK FORK**

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For City Use Only			
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	Application Fee		
	Receipt Number		

**CITY OF CLARK FORK  
SITE PLAN APPLICATION - COMMERCIAL**

**Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.**

**Applicant Information**

Applicant's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Representative Information**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (Fax) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information**

Legal Description of Site:  
Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_

Current Zoning:     SFR             HC             NC             LI

Current Comprehensive Plan Designation:  
 Small Lot Residential             Large Lot Residential             Mixed Use

What Zones border the project site?

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Site Plan Map to include:**

- All required Building Setbacks
- Dimension of property showing road frontage
- Location and dimensions of streets and highway designations.
- Curb Cuts
- Existing/ Proposed Utility Lines, Easements, ROW and property lines
- Sidewalks (if applicable)
- Building Elevations/Height, to scale, including proposed materials
- Roofline and foundation dimensions of all existing and planned buildings, located, or to be located on the site.
- Location of existing trees, structures and a landscape plan
- Impervious Surfaces
- Lot size and total building floor area
- Employee and customer parking areas
- Location of off-street parking and loading facilities
- Location and dimensions of points of entry and exit for vehicles and internal circulation patterns.
- Outdoor Storage areas
- Dumpster and enclosure location
- Seating capacity for churches or other general assembly areas
- Location of walls and fences and indication of their height and material of construction.
- Exterior lighting standards and devices
- Location and size of signs
- Storm Water Management Plan and drainage patterns
- Vicinity map at scale showing current land segregation and existing land uses of the subject property.
- Scale and North arrow

**Parking Information:**

- Number of parking stalls proposed: \_\_\_\_\_
- Number of parking stalls required by City Ordinance #279: \_\_\_\_\_

Existing Structures and Sites: Applications involving conversion, remodeling, restoration, renovation, enlargement, or expansion of existing structures or sites shall contain information sufficient in content and detail so that the City Council may be assured the applicant complies with this Ordinance.

**Procedure for Applications:**

1. Applicant must provide Panhandle Health Department the needed documentation in order to receive their written approval, which must accompany this application before being presented to City Council for approval.
2. An application for a Site Plan approval shall be filed with the City Clerk on a form approved and provided by the City.
3. The Site Plan Application fee, as set by Resolution of the City Council, shall be paid at the time of application.
4. Action by the City Council: The City council will review the application at the next available date for approval or denial of the application.

5. If the application is denied, the Council will list the reasons for denial and the actions that the Applicant could take to receive approval.

## MAILBOX INSTALLATION

The purpose of this section is to allow residents to apply for and receive USPS home delivery while adhering to published standards for materials, construction and setback standard of mailboxes and help mitigate damage to mailboxes from winter road clearing.

1. Applicant/owner must complete sections 1, 2 and 3.
2. Provide a plot plan showing the street, property lines and driveway with all dimensions and location of proposed installation.
3. As of July 12, 2021, all mailbox installations shall comply with Ordinance 284. A copy of the ordinance can be obtained from the clerk's office or on our website at <http://clarkforkidaho.org/>
4. The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service, as well as the Local Highway Technical Assistance Council's Manual for the Location, Support and Mounting of Mailboxes, dated 2020, (hereafter referred to as Mailbox Manual), which has been adopted by the City. A copy of the Manual can be downloaded at <https://lhtac.org/wordpress/wp-content/uploads/2020/11/1.-Mailbox-Manual-New-2020.pdf>

**Term of Approval:** Any approval given pursuant to the provisions of this Ordinance shall lapse and become null and void six (6) months following the date on which it was given, unless, prior to the expiration date, construction, or development is commenced and diligently pursued toward completion on the site which was the subject of the application. Upon written request to the City Clerk, containing the reasons thereof, an extension of time for development, not to exceed an additional six (6) months, may be granted by the City Council.

### Narrative Statement

A narrative statement explaining the project shall be submitted discussing general site characteristics, the proposed project type and purpose, any measures for mitigating anticipated impacts and the project's general compatibility with other adjacent properties in the zone.

The City Council may request additional information in specific circumstances in order to assist in the review of this application, including the relationship of the proposed use to the Comprehensive Plan. A copy of the Clark Fork Comprehensive Plan may be obtained from the City Clerk.

The City Clerk or Mayor reserves the right to not officially accept this application until all of the above required information is submitted.

The Mayor will refer this application to the City Council.

**Copy of the Title Report:** Provide a copy of the title report or other proof of ownership for the site of the proposed project.

**Written Appeals:** Appeals to the requirements placed on proposals during the site plan review process may be referred to the Mayor.

\*\*\*\*\*

I hereby certify that all information and attachments submitted herewith are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Approved by Council or Mayor on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date