



Auto Dealer Certification (Zoning Compliance)

STAFF USE ONLY
 Date Submitted: _____ Received by: _____ Fee paid: _____ Project #: _____

REQUIRED SUBMITTALS

Application Fee: \$ 100.00

Payment options at this time are paying in person at City Hall, mailing a check to **710 E Mullan Avenue, Coeur d'Alene, ID 83814** or by making a payment over the phone to our Finance Department at (208) 769-2221.

- Completed application form with \$100.00 fee**
- APPLICANT'S INFORMATION**

APPLICANT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
SUBJECT PROPERTY:		
SUBJECT PROPERTY's AIN OR PARCEL ID NUMBER:		

The Idaho Transportation Department Application for Vehicle or Vessel Dealership License asks for a Zoning Officer's signature certifying that the location listed on the application is in compliance with all county and/or city zoning and other land use ordinances for the sale and repair of vehicles/vessels. Prior to a zoning officer's signature in the City of Coeur d'Alene, to assure to the Planning Department that the property is in compliance with applicable zoning/land use codes, the following is required by the applicant:

- 1) Site plan showing customer parking striped with appropriate ADA stall(s), location of display vehicles, square footage of any building associated with the auto sales business, and a note stating all display/vehicle maneuverable areas are paved.
- 2) Provide a narrative of the operation stating the business hours and the extent of the business in the box below (strictly auto sales or auto sales with repair and cleaning, etc.)
- 3) A completed ITD Dealership License application

Please state below the narrative of the Auto Dealership business

(Hours of operation, nature of the business, types of vehicles, etc.).

The Zoning Officer assigned will then provide the following prior to signing the application:

- 1) Zoning letter stating the proposed use is allowed in the zone that the property is located in
- 2) A site visit to ensure the site plan's accuracy

Once the documents are provided and the site visit is completed, the Zoning Officer will then sign off on the Dealership License Application. Depending on the use prior to the auto sales on a property, the change of use may trigger the need to pull a building permit and/or provide site improvements.

Please do not hesitate to contact the Planning Department office with any questions regarding the above information.

Phone: (208) 769-2274

planningdiv@cdaid.org

Hours: 8:00am - 5:00pm Monday – Friday