



Planning and Zoning Application & Checklist

ANNEXATION

Owner(s) Name: _____

Applicant Name*: _____

**A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: _____ Email: _____

Mailing Address: _____

Property Address: _____

Parcel Number(s) _____

Acres: _____ Current Zone(s): _____ Proposed Zone: _____

Do you currently have plans submitted for a Building and/or Planning Permit?

Yes (Permit #) _____ No _____

ATTACH THE FOLLOWING ITEMS – Hard Copy & Digital

____ Legal description of property to be annexed

____ Annexation Boundary Map prepared in a draftsman-like manner which shall plainly and clearly designate the boundaries of such district, and the adjoining existing city boundary

____ Vicinity Map

____ Proof of ownership or valid option agreement

____ Narrative: Attach a brief statement responding to the following:

1. How are the existing and proposed land uses in the requested annexation area related to the Comprehensive Plan?
2. Describe the availability of public facilities such as streets, sewer, water, etc., needed to support the allowable uses in the area.
3. Describe the compatibility of the proposed zone's allowable uses with the surrounding area.

REVIEW PROCESS

1. Upon acceptance of a complete application and project review is completed, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission agenda.
2. The City of Driggs will cause to be posted a public hearing notice in the newspaper and a notice posted within the property boundaries as required by Idaho State Law.
3. A public hearing will then be held by the Planning and Zoning Commission and a recommendation forwarded to the City Council.
4. The City Council will hold a public hearing and vote to approve, approve with modifications, or deny the annexation request.

ACCEPTANCE

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator/Commission reserve the right to take photographs and/or videos of the property under consideration for Annexation as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

I have read and understand the Annexation application, review procedures, and responsibilities which accompany this application.

Owner(s) Signature

Date

OFFICE USE ONLY

FEE: \$ _____ (plus any additional cost incurred) must accompany this completed application.

<5 acres \$1,213 6-20 acres \$1,693 >20 acres \$2,173

RECEIPT #: _____ DATE RECEIVED: _____ RECEIVED BY: _____

P&Z File #: _____