



## Planning and Zoning Application & Checklist

### ZONING ORDINANCE AMENDMENT

**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:** \_\_\_\_\_

**Do you currently have plans submitted for a Building and/or Land Use Permit? Y/N** \_\_\_\_\_  
(Permit #)

#### SECTION I. Required Items to be Submitted – Hard Copy & Digital

\_\_\_\_ **Narrative:** *Attach a brief statement describing the following:*

1. Description of the proposed amendment.
2. Why the proposed amendment is necessary.
3. How the proposed amendment is in accordance with the adopted Comprehensive Plan for the City of Driggs.
4. Any other information necessary to assure the fullest consideration of facts concerning the application.

#### SECTION II. Review & Approval 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 accordance with Title 67, Chapter 65; Section 6509 of the Idaho State Code and notice sent to all political subdivisions providing services within the City, including the school district.
3. The Planning and Zoning Commission will hold a public hearing, review in accordance with the Comprehensive Plan and forward a recommendation to the City Council.

4. The City Council will then hold a public hearing and review in accordance with the Comprehensive Plan and vote to approve, approve with modification, or deny the ordinance amendment.
5. If the Council approves the request, it shall thereafter be made part of the Zoning Ordinance.

### **SECTION III. 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.

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 application, review procedures, and responsibilities which accompany this application.**

\_\_\_\_\_  
Owner(s) Signature

\_\_\_\_\_  
Date

#### **\*OFFICE USE ONLY\***

**FEE: \$ 1,215** (plus any additional cost incurred) must accompany this completed application.

RECEIPT #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

P&Z FILE #: \_\_\_\_\_