



Planning and Zoning Application & Checklist

ZONING MAP AMENDMENT

Owner's Name(s): _____

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): _____ **Requested Zone(s):** _____

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

___ **Proof of ownership or valid option agreement**

___ **Legal description of property**

___ **Vicinity Map:** *A vicinity map showing the location of the property under consideration.*

___ **Narrative:** *Attach a brief statement describing the following:*

1. How the land uses in the requested zone are related to the Comprehensive Plan.
2. Availability of public facilities such as streets, sewer, water, etc., to support the allowable uses; and
3. Compatibility of the allowable uses with the surrounding area.

SECTION II. Evaluation Criteria

The approval or denial of the application shall be based upon standards and criteria which shall be set forth in the comprehensive plan, zoning ordinance or other appropriate City ordinances or regulations, and particular consideration shall be given to the effects of any proposed zone change upon the delivery of public services, including school districts; pertinent constitutional principles and factual information contained in the record.

SECTION III. 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. This provision includes notification posted in the newspaper, within the property boundaries, and mailed notice to property owners within the land being considered and within three hundred (300) feet of the external boundaries of the land being considered.
3. The Planning and Zoning Commission will hold a public hearing, review in accordance with the evaluation criteria and the Comprehensive Plan and forward a recommendation to the City Council to approve, approve with modifications, or deny the ordinance amendment.
4. The City Council will then hold a public hearing and review in accordance with the evaluation criteria and 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 Planning and Zoning Ordinance.

SECTION IV. 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 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 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 \$1,215 6-20 acres \$1,695 >20 acres \$2,175

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

P&Z FILE #: _____