



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

Submittal Received _____

Permit No.: _____

Hearing Date: _____

Receipt #: _____

Staff Contact: _____

Receipt date: _____

Dates for public hearing or Council consideration will not be scheduled until the application is deemed complete.

ZONE MAP AMENDMENT APPLICATION

Filing Fee: \$750.00 + _____ addresses x \$3.00 = \$_____. **Total Due \$**_____

Applicant

Representative:

Name/Firm

Name/Firm

Mailing address

Mailing address

Phone (work/cell/home)

Phone (work/cell/home)

Project Information:

Comp. Plan Land Use Designation: _____

Existing Zoning: _____

Proposed Zoning: _____

Street Address: _____

Legal Description: _____

Does the proposed zone change require a concurrent Comprehensive Plan Land Use Map amendment? Yes No

If yes, what designation is requested? _____ Please provide the information requested in # 8 & 9 below.

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION TO BE COMPLETE

- A. All required filing fees must be paid and all required information must be submitted with your application.
- B. **Two sets of typed**, gummed mailing labels with all of the names and addresses of the property owners within a 300 foot radius of the subject property. A charge of \$3.00 per property owner is required (2 notices will be sent). A signed Affidavit of Mailing List must also be submitted (attached).
- C. Two (2) area plans, one (1) measuring 8-1/2" x 11" and one (1) 18" x 24" (or larger), which describe the proposal and contain the following information:
 - 1. Location of adjoining streets (including public improvements), alleys, and property lines.
 - 2. Identification of surrounding zoning designations.

- D. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.
- E. A written analysis of the request must address the following issues:
 1. Describe how the proposed zoning or Plan map change would be in the community's best interest.
 2. Describe how would the list of permitted and conditionally permitted uses allowed by the Zoning Ordinance blend with surrounding uses. How will the stability of any existing neighborhoods be affected?
 3. Describe the existing uses of the subject property and describe existing adjacent uses.
 4. Describe how the allowed uses in the proposed zoning district would be compatible in terms of their scale, mass, coverage, density, and intensity with adjacent land uses.
 5. Describe how the requested zoning district is compatible with the underlying Comprehensive Plan map designation (existing or proposed).
 6. Describe the effects of the proposed zone change upon the delivery of services by any political subdivision or public district?
 7. What utilities, public services, and facilities are available at the proposed location? What are or will be the probable effects the variety of permitted uses may have on such services?
 8. If this is a request for a Comprehensive Plan change, is it to correct an error in the existing Plan designation? If yes, the please describe the error.
 9. If this is a request for a Comprehensive Plan change, is it to recognize substantial changes in the actual conditions of the adjacent area since the current Plan designation was adopted? If yes, please describe the changes.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this application does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing before the Planning & Zoning Commission or the City Council be scheduled) until all required information has been submitted and verified along with applicable fees.

I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the public hearings.

Signature of Applicant: _____ Date: _____

Signature of Representative: _____ Date: _____

*** A sign giving public notice will be posted at the proposed site during the course of these proceedings.**



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AFFIDAVIT OF MAILING LIST

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners of record located within 300 feet of the boundaries of the project site and \$3.00 fee per label. The list shall be based on the most current equalized assessment rolls of County of Bannock. This list and fee will be used to send two (2) notices of public hearings required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and addresses are set forth on the latest equalized assessment rolls of the County of Bannock.
4. The foregoing is true under penalty of perjury.

Date: _____

Name (please print): _____

Street Address: _____

City, State, Zip: _____

Email: _____

Signature: _____