



# ZONING ORDINANCE TEXT AMENDMENT

## PUBLIC HEARING - CHECKLIST

### Zoning Ordinance Text Amendment CCZO § 07-06-01 (1)B and (4)A

07-06-01: INITIATION OF PROCEEDINGS:

(1) Type of Change: Any person may apply for the following:

B. An amendment to this chapter

(4) Zoning Ordinance Changes:

A. If an amendment to the ordinance text is approved, then the approved changes shall be effective in accordance with time requirements of Idaho Code sections 31-715 and 31-715A. The board shall, when considering an application for an amendment to the zoning ordinance, consider the comprehensive plan and other evidence gathered through the public hearing process

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION TO BE DEEMED COMPLETE (PLEASE CHECK OFF THE ITEMS REQUIRED):**

| Description                                    | Applicant | Staff |
|--|-----------|-------|
| Master Application completed and signed.       |           |       |
| Letter of Intent                               |           |       |
| Include proposed text and purpose of amendment |           |       |
| <b>Fee: \$2800</b>                             |           |       |
| <b>**Fees are non-refundable**</b>             |           |       |





## ZONING ORDINANCE TEXT AMENDMENT PUBLIC HEARING - MASTER APPLICATION

|   |                  |        |
|---|------------------|--------|
| <b>PROPERTY OWNER</b>   | OWNER NAME:      |        |
|   | MAILING ADDRESS: |        |
|   | PHONE:           | EMAIL: |
| <p><b>I consent to this application. If the owner(s) is a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.</b></p> <p><i>Signature:</i> _____ <i>Date:</i> _____</p> |                  |        |

|  |                  |        |
|--|------------------|--------|
| <b>APPLICANT:<br/>IF DIFFERING<br/>FROM THE<br/>PROPERTY<br/>OWNER</b> | APPLICANT NAME:  |        |
|  | COMPANY NAME:    |        |
|  | MAILING ADDRESS: |        |
|  | PHONE:           | EMAIL: |

|   |
|---|
| <b>PROPOSED CURRENT TEXT AMENDMENT SECTION:</b> |
|   |

**FOR DSD STAFF COMPLETION ONLY:**

|              |   |
|--------------|---|
| CASE NUMBER  | DATE RECEIVED:  |
| RECEIVED BY: | APPLICATION FEE: <span style="float: right;">CK MO CC CASH</span> |



# **PUBLIC HEARING APPLICATION PROCESS**

## **CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT**

111 North 11<sup>th</sup> Avenue, #310, Caldwell, ID 83605  
[www.canyoncounty.id.gov](http://www.canyoncounty.id.gov) Phone: 208-454-7458



1.

- **DUE DILIGENCE BY APPLICANT (PARCEL INQUIRY OR PRE-APPLICATION MEETING)**

2.

- **NEIGHBORHOOD MEETING (HOSTED BY APPLICANT) PER CCZO SECTON 07-01-15**

3.

- **SUBMIT APPLICATION, SUBMITTAL MATERIALS & FEES TO DEVELOPMENT SERVICES**
  - Incomplete submittals will not be accepted

4.

- **STAFF REVIEW OF APPLICATION**
  - **APPLICATION WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**

5.

- **SCHEDULE FOR PUBLIC HEARING (41-Day PROCESS)**
  - **SUPPLEMENTAL CASE INFORMATION WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**
  - **DAY 1-5:** Hearing notices sent with comment deadline to affected agencies and proeprty owners
  - **DAY 19:** Comment deadline ends. Comments receieved late will not be accepted. Late comments may be provided during the public hearing as testimony if accepted by the hearing body.
  - **DAY 20-30:** Staff Report Packet preparation
  - **DAY 31:** Staff Report Packet sent to hearing body
  - **STAFF REPORT WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**
  - **Day 41:** Public Hearing

6.

- **PUBLIC HEARING**
  - Planning & Zoning Commission hearing (1st and 3rd Thursday evenings);
  - Hearing Examiner hearing (3rd Wednesday afternoon); or
  - Board of County Commissioners hearing (Day-time)
  - **HEARING DECISIONS WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**

7.

- **IF 2nd HEARING Required, SEE ITEM 5 & 6 SCHEDULING FOR HEARING AND PUBLIC HEARING**
  - Substantial changes to an application between hearings may be considered a new application and may be required to restart the process

8.

- **CLOSED/REQUEST FOR RECONSIDERATION (IDAHO CODE SECTION 67-6535(b))**
  - **FINAL DECISIONS WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**