PUBLIC HEARING APPLICATION PROCESS

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605 www.canyoncounty.id.gov Phone: 208-454-7458



EFFECTIVE DATE: 4/30/24

- DUE DILIGENCE BY APPLICANT (PARCEL INQUIRY OR PRE-APPLICATION MEETING)
- NEIGHBORHOOD MEETING (HOSTED BY APPLICANT) PER CCZO SECTON 07-01-15.
- SUBMIT APPLICATION, SUBMITTAL MATERIALS & FEES TO DEVELOPMENT SERVICES
 - INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.
- STAFF REVIEW OF APPLICATION
- •APPLICATION WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE.
- SCHEDULE FOR PUBLIC HEARING (30-Day PROCESS)
- SUPPLEMENTAL CASE INFORMATION POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE.
- DAY 1-5: Hearing Notices Sent with Materials Deadline
- DAY 21: Materials deadline ends. Materials receieved late will not be accepted.
- DAY 21-24: Staff Report Packet Preparation
- DAY 24: Staff Report Packet Sent to Hearing Body.
- STAFF REPORT POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE.
- •Day 30: Public Hearing
- PUBLIC HEARING
- PLANNING & ZONING COMMISSION HEARING (1st and 3rd THURSDAY EVENINGS);
- BOARD OF COUNTY COMMISSIONERS HEARING (DAY-TIME MEETINGS)
- HEARING DECISIONS WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE.
- CLOSED/FCO's Signed
- •FINAL DECISIONS WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE.

Per C.C.O. 24-004 effective date: 4/30/24

*Materials – This term broadly refers to any written comments, documents, exhibits, visual presentations, or similar items that are to be transmitted to the presiding party as evidence for review, regardless of format.

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