



# ZONING AMENDMENT

## PUBLIC HEARING - CHECKLIST

**Zoning Amendment/Conditional Rezone CCZO Section 07-06-05/07-06-07**

**Check the applicable application type:**

- Rezone
- Conditional Rezone with Development Agreement

**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 (see standards on next page)		
Land Use Worksheet		
Neighborhood Meeting form was completed and signed		
Completed Agency Acknowledgement form including:		
Southwest District Health		
Irrigation District		
Fire District		
Highway District/Idaho Transportation Dept		
Area of City Impact (If applicable)		
Conditional Rezone:		
Proposed conditions of approval and/or Concept Plan (can be a draft survey/draft preliminary plat/drawing)		
Deed or evidence of property interest to the subject property		
Fee: \$ 950 <b>Rezone</b> \$1,400 <b>Conditional Rezone</b> \$2,800 <b>Text Amendment</b>		
<b>**Fees are non-refundable**</b>		

**\*DISCLAIMER: The subject property shall be in compliance with the public nuisance ordinance, the building code and the zoning code before the Director can accept the application.**

**REZONE OPTION:**

When considering a zoning map amendment (rezone) of a property, a conditional rezone is recommended when considering conceptual site plan and/or addressing potential impacts through mitigation strategies and measures such as restricting uses, limiting the area to be rezoned to retain agricultural uses, and agricultural preservation methods such as buffers and disclosures. Without a conditional rezone, no conditions can be considered as part of the rezone application.

**The applicant/owner and DSD Planner must sign (below) if the conditional rezone option was discussed and the applicant/owner declined the option.**

Applicant/Owner: \_\_\_\_\_ Date \_\_\_\_\_

DSD Planner: \_\_\_\_\_ Date \_\_\_\_\_

## SUBMITTAL STANDARDS

LETTER OF INTENT STANDARDS	
	Description of proposed use: expand on the Land Use Worksheet
	Description of the existing use.
	Expected impacts and traffic of future development.
	Explanation of how the proposed rezone is consistent with the Comprehensive Plan and specific zoning criteria.
	Conditional Rezone:
	Explanation/Description of the Concept Plan
	Proposed conditions of approval



## ZONING AMENDMENT PUBLIC HEARING - MASTER APPLICATION

<b>PROPERTY OWNER</b>	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
<p><b>I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. 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>Signature: _____ Date: _____</p>		

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

<b>SITE INFO</b>	STREET ADDRESS:	
	PARCEL NUMBER:	
	PARCEL SIZE:	
	<b>CHECK THE APPLICABLE APPLICATION TYPE:</b>	
	<input type="checkbox"/> REZONE	<input type="checkbox"/> CONDITIONAL REZONE WITH DEVELOPMENT AGREEMENT
	CURRENT ZONING:	PROPOSED ZONING:
	FLOOD ZONE (YES/NO)	ZONING DISTRICT:

**FOR DSD STAFF COMPLETION ONLY:**

CASE NUMBER	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH

# LAND USE WORKSHEET

**PLEASE CHECK ALL THAT APPLY TO YOUR REQUEST:**

## GENERAL INFORMATION

- 1. DOMESTIC WATER:**    Individual Domestic Well    Centralized Public Water System    City  
 N/A – Explain why this is not applicable: \_\_\_\_\_  
 How many Individual Domestic Wells are proposed? \_\_\_\_\_

- 2. SEWER (Wastewater)**         Individual Septic                       Centralized Sewer system  
 N/A – Explain why this is not applicable: \_\_\_\_\_

- 3. IRRIGATION WATER PROVIDED VIA:**  
 Surface                       Irrigation Well                       None

- 4. IF IRRIGATED, PROPOSED IRRIGATION:**  
 Pressurized                       Gravity

- 5. ACCESS:**  
 Frontage                       Easement                      Easement width \_\_\_\_\_ Inst. # \_\_\_\_\_

- 6. INTERNAL ROADS:**  
 Public                       Private                      Road User's Maintenance Agreement Inst # \_\_\_\_\_

- 7. FENCING**                       Fencing will be provided (Please show location on site plan)  
Type: \_\_\_\_\_ Height: \_\_\_\_\_

- 8. STORMWATER:**                       Retained on site                       Swales                       Ponds                       Borrow Ditches  
 Other: \_\_\_\_\_

- 9. SOURCES OF SURFACE WATER ON OR NEARBY PROPERTY:** (i.e. creeks, ditches, canals, lake)  
\_\_\_\_\_

**RESIDENTIAL USES**

**1. NUMBER OF LOTS REQUESTED:**

- Residential \_\_\_\_\_  Commercial \_\_\_\_\_  Industrial \_\_\_\_\_  
 Common \_\_\_\_\_  Non-Buildable \_\_\_\_\_

**2. FIRE SUPPRESSION:**

- Water supply source: \_\_\_\_\_

**3. INCLUDED IN YOUR PROPOSED PLAN?**

- Sidewalks  Curbs  Gutters  Street Lights  None

**NON-RESIDENTIAL USES**

**1. SPECIFIC USE:** \_\_\_\_\_

**2. DAYS AND HOURS OF OPERATION:**

- Monday \_\_\_\_\_ to \_\_\_\_\_  
 Tuesday \_\_\_\_\_ to \_\_\_\_\_  
 Wednesday \_\_\_\_\_ to \_\_\_\_\_  
 Thursday \_\_\_\_\_ to \_\_\_\_\_  
 Friday \_\_\_\_\_ to \_\_\_\_\_  
 Saturday \_\_\_\_\_ to \_\_\_\_\_  
 Sunday \_\_\_\_\_ to \_\_\_\_\_

**3. WILL YOU HAVE EMPLOYEES?**  Yes If so, how many? \_\_\_\_\_  No

**4. WILL YOU HAVE A SIGN?**  Yes  No  Lighted  Non-Lighted

Height: \_\_\_\_\_ ft Width: \_\_\_\_\_ ft. Height above ground: \_\_\_\_\_ ft

What type of sign: \_\_\_\_\_ Wall \_\_\_\_\_ Freestanding \_\_\_\_\_ Other

**5. PARKING AND LOADING:**

How many parking spaces? \_\_\_\_\_

Is there is a loading or unloading area? \_\_\_\_\_

**ANIMAL CARE-RELATED USES**

**1. MAXIMUM NUMBER OF ANIMALS:** \_\_\_\_\_

**2. HOW WILL ANIMALS BE HOUSED AT THE LOCATION?**

Building     Kennel     Individual Housing     Other \_\_\_\_\_

**3. HOW DO YOU PROPOSE TO MITIGATE NOISE?**

Building     Enclosure     Barrier/Berm     Bark Collars

**4. ANIMAL WASTE DISPOSAL**

Individual Domestic Septic System     Animal Waste Only Septic System

Other: \_\_\_\_\_

## **Notice of Neighborhood Meeting Pre-application requirement for a Public Hearing**

Date

Dear Neighbor,

We are in the process of presenting an application to Canyon County Development Services for a \_\_\_\_\_ [write in applicable application type i.e. variance, zoning ordinance map amendment, rezone]. One of the requirements necessary, prior to submission, is to hold a "Neighborhood Meeting" and provide information to our surrounding neighbors about our application; *Canyon County Zoning Ordinance § 07-01-15*. This meeting for our surrounding neighbors is only for informational purposes. We would like to receive feedback from you, our neighbors, as we move through the land use application process with the county.

This neighborhood meeting is **not** a public hearing before a governing body of Canyon County. Once our application has been submitted to the county's Development Services Department, only then, will a public hearing date be scheduled. Also, only after our application is accepted and a public hearing is scheduled with a confirmed date by the county, will the surrounding neighbors receive an official notification from the county via postal mail. The notice will also appear in a newspaper publication and a sign will be displayed on the parcel notifying the public of a county Planning and Zoning land use hearing for our application.

The Neighborhood Meeting details are as follows:

**Date:**  
**Time:**  
**Location:**  
**Property description:**

The project is summarized below:

**Site Location:**  
**Proposed access:**  
**Total acreage:**  
**Proposed lots:**

We look forward to our neighborhood meeting and encourage you, as our neighbor, to attend. During our meeting, we will answer any questions you may have. Please note, the county does not currently have any information on our project. Also, please do not call the county regarding this meeting or our application as this meeting is a PRE-APPLICATION requirement; we have not submitted the application to the county for consideration at this time.

Feel free to contact me at (insert phone, email, or written correspondence).

Sincerely,

# NEIGHBORHOOD MEETING INSTRUCTIONS

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11<sup>th</sup> Avenue, #310, Caldwell, ID 83605

[zoninginfo@canyoncounty.id.gov](mailto:zoninginfo@canyoncounty.id.gov) Phone: 208-454-7458 Fax: 208-454-6633



## NEIGHBORHOOD MEETINGS

### CANYON COUNTY ZONING ORDINANCE §07-01-15

Before submitting an application for a public hearing, these steps must be completed:

- (1) Applicants shall conduct a neighborhood meeting for any proposed variance, conditional use, zoning ordinance map amendment, expansion, or extension of nonconforming uses requiring a public hearing.
- (2) It shall be the sole duty of the applicant to provide written notice to all property owners or purchasers of record owning property within six hundred (600) feet of the exterior boundary of the property subject to the application. Notice of a neighborhood meeting shall be in addition to, and not combined with, notices already required by this chapter, and shall include the date, time, location and purpose of the meeting.
- (3) The purpose of the neighborhood meeting shall be to review the proposed project and discuss neighborhood concerns, if any.
  - A. The meeting shall not be on a holiday, a holiday weekend, or the day before a holiday.
  - B. The meeting shall be held at one of the following locations:
    1. On the property subject to the application;
    2. At a nearby available public meeting place including, but not limited to, a fire station, library, school, or community center; or
    3. At a location with suitable meeting facilities if such facilities are within a one (1) mile radius of the nearest public meeting place.
- (4) The neighborhood meeting shall be conducted prior to acceptance of the application by Development Services. The neighborhood meeting shall not be conducted earlier than six (6) months prior to the acceptance of the application, and shall be held no sooner than ten (10) calendar days from the mailing of the notice of the neighborhood meeting.
- (5) Each application for a public hearing shall include a form acceptable to the director, which requires the applicant to provide the starting and ending times of the neighborhood meeting and an attendance list, with names and addresses of those who attended the neighborhood meeting. (Ord.10-006, 8-16-2010)



# NEIGHBORHOOD MEETING SIGN-UP

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11<sup>th</sup> Avenue, #310, Caldwell, ID 83605

[zoninginfo@canyoncounty.id.gov](mailto:zoninginfo@canyoncounty.id.gov) Phone: 208-454-7458 Fax: 208-454-6633



### NEIGHBORHOOD MEETING SIGN UP SHEET CANYON COUNTY ZONING ORDINANCE §07-01-15

Applicants shall conduct a neighborhood meeting for any proposed comprehensive plan amendment, zoning map amendment (rezone), subdivision, variance, conditional use, zoning ordinance map amendment, or other requests requiring a public hearing.

#### SITE INFORMATION

Site Address:	Parcel Number:	
City:	State:	ZIP Code:
Notices Mailed Date:	Number of Acres:	Current Zoning:
Description of the Request:		

#### APPLICANT / REPRESENTATIVE INFORMATION

Contact Name:		
Company Name:		
Current address:		
City:	State:	ZIP Code:
Phone:	Cell:	Fax:
Email:		

#### MEETING INFORMATION

DATE OF MEETING:	MEETING LOCATION:	
MEETING START TIME:	MEETING END TIME:	
ATTENDEES:		
NAME (PLEASE PRINT)	SIGNATURE:	ADDRESS:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

10.
11.

12.
13.
14.
15.
16.
17.
18.
19.
20.

**NEIGHBORHOOD MEETING CERTIFICATION:**

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accordance with Canyon County Zoning Ordinance § 07-01-15.

APPLICANT/REPRESENTATIVE (Please print):

\_\_\_\_\_

APPLICANT/REPRESENTATIVE (Signature): \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



## AGENCY ACKNOWLEDGMENT

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

**SIGNATURES DO NOT INDICATE APPROVAL OR COMPLETION OF OFFICIAL REVIEW.**

The purpose of this form is to facilitate communication between applicants and agencies so that relevant requirements, application processes, and other feedback can be provided to applicants early in the planning process. Record of communication with an agency regarding the project can be submitted instead of a signature. After the application is submitted, impacted agencies will be sent a hearing notification by DSD staff and will have the opportunity to submit comments.

**Southwest District Health:**

Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Southwest District Health Representative  
(This signature does not guarantee project or permit approval)

**Fire District:**

District: \_\_\_\_\_

Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Fire District Representative  
(This signature does not guarantee project or permit approval)

**Highway District:**

District: \_\_\_\_\_

Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Highway District Representative  
(This signature does not guarantee project or permit approval)

**Irrigation District:**

District: \_\_\_\_\_

Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Irrigation Representative  
(This signature does not guarantee project or permit approval)

**Area of City Impact**

City: \_\_\_\_\_

Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized AOCI Representative  
(This signature does not guarantee project or permit approval)

<b>AGENCY LOCATION AND CONTACT</b>		
<b>Southwest District Health</b>		
	<b>Address</b>	<b>Phone Number</b>
	13307 Miami Lane, Caldwell	(208) 455-5400
<b>Highway Districts</b>		
<b>Agency</b>	<b>Address</b>	<b>Phone Number</b>
Canyon	15435 ID-44, Caldwell	(208) 454-8135
Golden Gate	500 Golden Gate Ave. E, Wilder	(208) 482-6267
Nampa	4507 12 <sup>th</sup> Ave Road, Nampa	(208) 467-6576
Notus-Parma	106 S. 4 <sup>th</sup> Str., Parma	(208) 722-5343
<b>Idaho Transportation Department</b>		
	<b>Address</b>	<b>Phone Number</b>
	11331 W. Chinden Blvd., Boise	(208) 334-8300
<b>Fire Districts</b>		
<b>Agency</b>	<b>Address</b>	<b>Phone Number</b>
Caldwell Rural	310 S. Seventh Ave., Caldwell	(208) 402-1041
Homedale Rural	120 S. Main St., Homedale	(208) 337-3450
Kuna Rural	150 W. Boise St., Kuna	(208) 922-1144
Marsing Rural	303 Main St., Marsing	(208) 896-4796
Melba Rural	408 Carrie Rex, Melba	(208) 495-2351
Middleton Rural	302 E. Star Blvd., Middleton	(208) 585-6650
Nampa Rural	820 Second Str. South, Nampa	(208) 468-5770
Parma Rural	29200 HWY 95, Parma	(208) 722-6753
Star Rural	11665 State Str., Suite B, Star	(208) 286-7772
Upper Deer Flat Rural	9500 Missouri Ave., Nampa	(208) 466-3589
Wilder Rural	601 Patriot Way, Wilder	(208) 482-7563
<b>Irrigation Districts</b>		
<b>Agency</b>	<b>Address</b>	<b>Phone Number</b>
Famer Cooperative Ditch Co/Si	PO Box 69, Parma	(208) 722-2010
Farmers Union Ditch Co	PO Box 1474, Eagle	(208) 870-7919
Black Canyon	474 Elgin Ave., Notus	(208) 459-4141
Boise-Kuna	129 N. School Ave., Kuna	(208) 922-5608
Boise project Board of Control	2465 Overland Road, Boise	(208) 344-1141
Eureka	21766 Howe Road, Caldwell	(208) 250-8000
Franklin Ditch Co	3401 W. Pine Ave., Meridian	(208) 466-3819
Middleton Mill Ditch Co	PO Box 848, Middleton	(208) 585-3207
Nampa-Meridian	1503 1 <sup>st</sup> Str. South, Nampa	(208) 466-7861
New York	6616 W. Overland Road, Boise	(208) 378-1023
Pioneer	3804 S. Lake Ave., Caldwell	(208) 459-3617
Pioneer-Dixie	19724 Dixie River Road, Caldwell	(208) 454-1559
Riverside	PO Box 180, Greenleaf	(208) 722-2010
Settlers	PO Box 7571, Boise	(208) 343-5271
Siebenberg Cooperative Ditch Co	PO Box 642, Parma	kchamberlain.fcdc@gmail.com
Wilder	709 Cleveland Blvd., Caldwell	(208) 459-3421
Mason Creek Ditch Co	1905 Mason Rd., Caldwell	johnmcavoy48@yahoo.com
Poor Boy Ditch Co	PO Box 395, Greenleaf	(208) 407-7681 (F) 498-9690
Canyon County Water Co./Flake Ditch	PO Box 11/PO Box 6, Star	(208) 455-1735
<b>City Impact Area</b>		
<b>Agency</b>	<b>Address</b>	<b>Phone Number</b>
Caldwell	621 Cleveland Blvd., Caldwell	(208) 455-3000
Nampa	500 12 <sup>th</sup> Ave. S., Nampa	(208) 468-4430
Middleton	1103 W. Main St., Middleton	(208) 585-3133
Parma	305 N. 3 <sup>rd</sup> St., Parma	(208) 722-5138
Melba	401 Carrie Rex Ave., Melba	(208) 495-2722
Greenleaf	20523 Whittier Dr., Greenleaf	(208) 454-0552
Notus	375 Notus Road, Notus	(208) 459-6212
Homedale	31 W. Wyoming Ave., Homedale	(208) 337-4641
Star	10769 W. State St., Star	(208) 286-7247
Wilder	107 4 <sup>th</sup> St., Wilder	(208) 482-6204

DISCLAIMER: THIS ACKNOWLEDGMENT IS ONLY VALID SIX MONTHS FROM THE DATE ISSUED

