



# 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>Signature: _____ Date: _____</p>		

<b>APPLICANT: IF DIFFERING FROM THE PROPERTY 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: CK MO CC CASH

**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



**EFFECTIVE DATE: 4/30/24**

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 (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 received 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
6. • **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.**
7. • **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.



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

## AFFIDAVIT OF LEGAL INTEREST

I, \_\_\_\_\_ , \_\_\_\_\_  
(name) (address)

\_\_\_\_\_  
(city) (state) (zip code)

being first duly sworn upon oath, depose and say:

1. That I am the owner of record of the property described on the attached application and I grant my permission to

\_\_\_\_\_  
(name) (address)

to submit the accompanying application pertaining to the subject property.

2. I agree to indemnify, defend and hold Canyon County and its employees harmless from any claims to liability resulting from any dispute as to the statements contained herein or as to the ownership of the property, which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(signature)

STATE OF IDAHO )

ss

COUNTY OF CANYON )

On this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me \_\_\_\_\_,  
a notary public, personally appeared \_\_\_\_\_, personally known  
to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that  
he/she executed the same.

Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_