



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		
Fee: Per Adopted Fee Schedule		
Fees are non-refundable		



ZONING ORDINANCE TEXT AMENDMENT

PUBLIC HEARING - MASTER APPLICATION

PROPERTY OWNER	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
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.		
Signature: _____ Date: _____		

APPLICANT: IF DIFFERING FROM THE PROPERTY OWNER	APPLICANT NAME:	
	COMPANY NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:

PROPOSED CURRENT TEXT AMENDMENT SECTION:

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 11th Avenue, #310, Caldwell, ID 83605

www.canyoncounty.id.gov Phone: 208-402-4164



EFFECTIVE DATE: 4/30/24

1.

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

2.

- **NEIGHBORHOOD MEETING (HOSTED BY APPLICANT) PER CCZO SECTION 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 11th Avenue, #310
Caldwell, Idaho 83605
www.canyoncounty.id.gov
208-402-4164

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: _____