



COMPREHENSIVE PLAN CHANGE APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Director to review plans.
2. Complete the Comprehensive Plan Change Application on pages 3-5.
3. Provide the following with the completed application:
 - a. **Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
 - b. **Address Labels:** Provide two sets of names and addresses, printed on self-adhesive mailing labels, of the applicant, project surveyor/engineer, landowner and all owners of real property, any part of which is located within 300 feet of the exterior boundaries of the subject property.
 - c. **Radius Map:** Provide a radius map depicting a three hundred foot (300') radius around the perimeter of the subject parcel, identifying all parcels subject to notice.
 - d. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area to be rezoned along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the area.
 - e. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the forms and fees webpage at www.sandpointidaho.gov/planningfees.
 - f. **Map & Pictures:** The applicant must provide one (1) 8 ½ by 11 size map of the area to be affected by Comprehensive Plan Change along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the area.
 - g. **Project Narrative:** A narrative statement must be submitted with any Comprehensive Plan Change Application, demonstrating in what ways the request conforms to the goals and policies listed in the Sandpoint Comprehensive Plan. A copy of the Comprehensive Plan is available at the Planning and Zoning Office. Each of the following should be addressed:
 1. Property Rights (see *Introduction*)
 2. Population (see *Community Profile*)
 3. Community Design
 4. Land Use
 5. Housing
 6. Transportation
 7. Recreation
 8. Public Service Facilities and Utilities (includes School Facilities and Transportation)
 9. Economic Development
 10. Natural Resources and Hazardous Areas
 11. Special Areas and Sites

If the proposal does not conform to the goals and policies listed in the Comprehensive Plan, the reasons why should be stated in the narrative.

The Planning Director may request additional information in specific circumstances in order to assist the Planning Commission and/or City Council in reviewing this request.

The date of the Planning Commission hearing will be established by the Planning Department upon the acceptance of a **complete** application. An application will be considered complete when all of the requested information has been submitted.



COMPREHENSIVE PLAN CHANGE APPLICATION

File #: _____

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

Applicant Information:

Applicant's Name: _____
Address: _____
Phone: (H) _____ (W) _____
E-mail: _____

Holder of Legal Title: _____
Address: _____
Phone: (H) _____ (W) _____
E-mail: _____

Representative Information:

Business Name: _____
Surveyor: _____
Address: _____
Phone: (H) _____ (W) _____
E-mail: _____

Project Information:

Legal Description of Site: Lot(s) _____ Block # _____ Addition _____
(or) Section _____ Township _____ Range _____
Total Size of Parcel: _____

Current City Comprehensive Plan Designation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Very Rural | <input type="checkbox"/> Context Area 2 | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1 | <input type="checkbox"/> Context Area 3 | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial |

Requested Zoning:

- | Residential | Commercial | Industrial |
|---|--|--|
| <input type="checkbox"/> Rural Residential RR2 | <input type="checkbox"/> Commercial A | <input type="checkbox"/> Industrial General (IG) |
| <input type="checkbox"/> Rural Residential RR1 | <input type="checkbox"/> Commercial B | <input type="checkbox"/> Industrial Business Park (IBP) |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial C | <input type="checkbox"/> Industrial General w / IBP uses allowed |
| <input type="checkbox"/> Residential Multi-Family (RM) | <input type="checkbox"/> Mixed-use Residential | <input type="checkbox"/> Industrial Technology Park (ITP) |

Proposed City Comprehensive Plan Designation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Very Rural | <input type="checkbox"/> Context Area 2 | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1 | <input type="checkbox"/> Context Area 3 | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial |

Proposed Land Use: _____

What land uses border the site? Describe lot sizes, structures and uses:

North: _____

South: _____

East: _____

West: _____

What Zones border the site?

North _____ South _____ East _____ West _____

What Comprehensive Plan designations border the site?

North _____ South _____ East _____ West _____

Site Information - Provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: _____

2. Water courses (springs, streams, rivers, etc.): _____

3. Existing structures (size & use): _____

4. Land cover (timber, pasture, etc.): _____

5. Other pertinent information: _____

Effects of Proposed Comprehensive Plan Change:

1. How will the proposed Comprehensive Plan Change affect such elements as noise, light glare, odors, fumes and vibrations on adjoining property? _____

2. How will the proposed Comprehensive Plan Change be compatible with adjoining land uses? _____

3. Why is the proposed Comprehensive Plan Change compatible with the environmental characteristics, both physical and social, of the site and surrounding property? _____

4. What extensions of water or sewer lines, roads or other public or private services would be necessary if this Comprehensive Plan Change were approved? _____

The Planning and Zoning Director reserves the right to **not** officially accept this application until all if the above required information is submitted. The date of the Planning and Zoning Commission review will be established by the Planning and Zoning Department upon the acceptance of a complete application.

I am the sole owner of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

Signature of Applicant

Date