



ZONE CHANGE APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Department to review plans.
2. Complete the Zone 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. **Site Plan:** When applicable, include one (1) digital and one (1) hard copy of a site plan for the proposal (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:

Site Plan Requirements for Proposed Residential Uses:

- | | |
|---|--|
| 1) All Building Setbacks | 6) Drainage Patterns |
| 2) Road Frontage | 7) Existing and/or Proposed Utility or Other Easements |
| 3) Impervious Surfaces | 8) Existing and/or Proposed Curb Cuts |
| 4) Interior / Street Sidewalks and Curb Ramps | 9) Landscaping (include existing vegetation and proposed plantings for parking lot and right of-way) |
| 5) Lot size and Total Building Floor Area | |

Site Plan Requirements for Proposed Commercial or Industrial Uses:

In addition to the above, please include the following:

- | | |
|---|--|
| 10) Traffic Circulation Patterns | 14) Outdoor Storage Areas |
| 11) Customer and Employee Parking and Pedestrian Pathways | 15) Exterior Building and Parking Lot Lighting |
| 12) Loading and Service Areas | 16) Signs |
| 13) Snow Removal and Storage Plan | 17) Dumpster and Enclosure Location |

f. **Project Narrative:** A narrative statement must be submitted with any Zone 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 sections should be addressed:

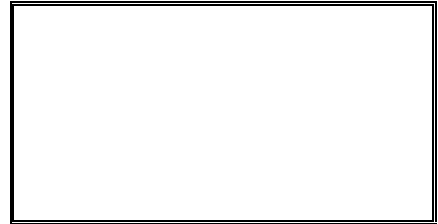
- | | |
|---|---|
| 1. Property Rights (see <i>Introduction</i>) | 7. Recreation |
| 2. Population (see <i>Community Profile</i>) | 8. Public Service Facilities and Utilities
(includes School Facilities and Transportation) |
| 3. Community Design | 9. Economic Development |
| 4. Land Use | 10. Natural Resources and Hazardous Areas |
| 5. Housing | 11. Special Areas and Sites |
| 6. Transportation | |

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.

g. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the forms and fees webpage at www.sandpointidaho.gov/planningfees.

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.



File #: _____

ZONE CHANGE APPLICATION

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:

Very Rural

Context Area 2

Context Area 4

Context Area 1

Context Area 3

Context Area 5

Context Area 1.5

Context Area 3B

Industrial

Current Zoning:

Residential Single-family (RS)

Mixed-use Residential (MUR)

Industrial General (IG)

Residential Multi-family (RM)

Commercial A

Industrial Business Park (IBP)

Rural Residential (RR1)

Commercial B

Industrial Technology Park (ITP)

Rural Residential (RR2)

Commercial C

Proposed Zoning:

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

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 Zone Change:

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

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

3. Why is the proposed Zone 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 _____

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