

City of Potlatch, Idaho Rezone Application Packet

What Do I Need To Do To Get My Land Rezoned?

Fill Out and Submit the Attached Application.

Fill out the attached application and submit it to the City Clerk, along with the appropriate fees. Be sure to include all the items listed on the last page of this packet, incomplete application packets may be delayed in processing.

What Happens Next?

Public Hearing Date Scheduled

A date will be chosen for a public hearing. The time frame can be anywhere from 3 to 5 weeks after submittal of application material and fee. A public notice will be posted at City Hall, the Post Office and published in the newspaper. Residents within 300 feet of the proposed project will be informed by way of a more thorough notice prepared by City Hall, and mailed by the city (there will be separate charge for these mailings). ***The applicant is responsible for procuring the names and addresses of these landowners and providing this list to the city clerk.*** The Planning and Zoning Commission will also familiarize themselves with the proposed project during this time.

Public Hearing

Public hearings will be held in the City Council chambers unless a larger audience is expected whereby an alternate location will be chosen. The purpose of the hearing is to allow you, the applicant, an opportunity to inform the community of your proposed project. It is also an opportunity for citizens of Potlatch both for and against the proposed project to express their views. The procedure for the public hearing is as follows:

1. Presentation by a member of the P&Z commission.
2. Open Public Hearing
 - a. Statement of applicant
 - b. Statements of other persons in favor
 - c. Statements by those opposed
 - d. Applicant's rebuttal
3. Close Public Hearing

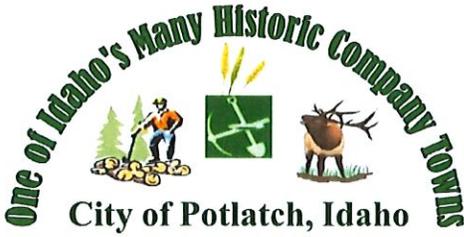
The Chairman of the Planning & Zoning Commission will run the hearing. Time limits may be prescribed at the beginning of the hearing to allow for equal representation and for expediting the process. Each person will be allowed to speak without being interrupted or cross-examined. Written statements over one page in length will be accepted for the record but will not be read at the public hearing.

Decisions

A decision will likely be given soon after the close of the public hearing, perhaps the same evening, but the commission may take up to 120 days to deliberate on particularly complicated cases. The commission's responsibility is to weigh all views and consider the evidence provided to them in making a decision.

Appeal Process

Appeals must be submitted not later than 10 days after a decision has been granted by the P&Z Commission. Appeals must be submitted in writing and state clearly why the appeal is being made. The City Clerk can help in guiding anyone wanting to prepare an appeal. After the appeal is received the City Council will set a date for a hearing.



**COMPREHENSIVE PLAN MAP
TEXT AMENDMENT, ZONING AMENDMENT**
 \$100.00 Map Change Fee
 <=10 acres: \$500.00
 >=10 acres: \$1,000.00
 Publication Fee: \$250.00
 Actual Engineering Rate Plus \$25.00
 \$5.00 per individual mailing Notification Fee

APPLICATION FOR REZONE

(PLEASE TYPE OR PRINT PLAINLY WITH DARK INK)

GENERAL INFORMATION

1. **Applicant:** _____ Telephone: _____

 (Mailing and Physical Address)

Relationship of applicant to affected property owner (please check one)

Owner ____ Purchaser ____ Lessee ____ Other (explain) _____

2. **Owner of Affected Property:** (If other than applicant)

_____ Telephone: _____

 (Home Address)

3. **Location of Affected Property:** _____

(Street address)

Legal Description:

_____ Subdivision _____ Block _____ Lot _____

If described by metes and bounds, please attach description on a separate sheet.

INFORMATION ON REQUESTED REZONE

4. **Proposal:** Applicant requests a rezone on the above-described property as follows:

From: _____ to: _____
 (present zoning) (requested zoning)

5. **Reason:** Applicant requests a rezone for the following reason(s): _____

6. **Health and Safety:** List all threats to the public health or safety resulting from the proposed use if the rezone is enacted: _____

How does the applicant propose to mitigate these threats? _____

7. **Nuisance:** List any nuisance conditions such as noise, dust, glare, vibrations, visual blight, odor, etc. that the proposed use resulting from the rezone will tend to generate:

How does the applicant propose to mitigate these conditions? _____

8. **Other Negative Impacts:** List any other negative impacts to adjoining property, the surrounding neighborhood, or the community in general that will be caused by the proposed use resulting from the rezone: _____

How does the applicant propose to mitigate these negative impacts? _____

9. **City Services:** Specify the impact that the proposed use resulting from the rezone will have on the following:

(a) Schools: _____

(b) Utility services: _____

(c) Streets: _____

(d) Character of neighborhood in the vicinity of the rezone: _____

10. **Positive Impacts:** List any positive impacts on adjoining property, the surrounding neighborhood, or the community in general that will be caused by the proposed use resulting from the rezone: _____

11. **Comprehensive Plan:** The proposed zoning must be found to be in general conformance with the Comprehensive Plan for the City of Potlatch. Does the proposed rezone, generally conform with the Comprehensive Plan? Yes _____ No _____
If yes, how does it conform? _____

If no, how does the applicant intend to make it conform? _____

Notification: The Idaho Code requires that all property owners located within 300 feet of the affected property must receive notification of the public hearing that is conducted by the Planning and Zoning Commission regarding rezone requests.

The Planning and Zoning Commission shall have the authority to require any additional information they feel is necessary to render a fair decision and recommendation on a rezone request. The Commission may recommend and the City Council may require additional conditions and limitations.

All questions addressed on this application and the application itself, must be filed with the Potlatch City Clerk, together with the filing fee, at least twenty-one (21) days prior to the hearing to be held before the Planning and Zoning Commission. The applicant will be notified by the City as to the time and place of the hearing pertaining to this application. The applicant or his/her duly appointed representative, must be present at the public hearings held before both the Planning & Zoning Commission and the City Council.

The following materials must be included with this application before it will be accepted:

1. The filing fee.
2. If a legal description of the affected property is given by metes and bounds, a separate sheet containing that description

Date

Applicant Signature

Date

Property Owner Signature

Site Plan Requirements

1. Plans must be a minimum of 8.5 x 11 and created to one of the following scales: 1:20 or 1:50 (to be determined by the City Clerk.)
2. Plans should be created digitally or if done by hand using black or blue ink. Inaccurate and/or illegible plans will not be accepted.
3. Your site plan must contain the following information:
 - Name of addition or subdivision
 - Complete legal description of considered property and Lot Number(s)
 - Lot(s) dimensions and square footages
 - Location, name, and width of boundary streets, alleys, and easements
 - North point
 - Parking and loading areas, including number of parking spaces, total parking area, and typical stall size including any required handicapped stalls
 - Traffic access and traffic circulation, and if applicable, traffic impact study
 - Natural features and special areas of the site including drainage, rock outcrops, wildlife habitat, etc.
 - Open spaces, landscaping
 - Driveways and curb cuts in detail, including widths and setbacks
 - Locations, dimensions, and square footages of all structures and use on property
 - Building heights
 - Distance of all structures from property lines
 - Location and dimension of signs in relation to all property lines
 - Storm drainage plan, including existing and proposed storm sewers
 - Location of existing and proposed sewer and water lines
 - Location of other utilities (gas, phone, power, etc.)
 - Lighting
 - Dumpster or other trash disposal location
 - Building access
 - Architectural elevation
 - Building code compliance, including required occupancy and/or building permits
 - Minimum lot size per zoning
 - Minimum lot width
 - Front, side, and rear yard setbacks
 - Locations of sidewalks, curbs, and gutters (if deteriorated, repair or replacement may be required)
 - Fire protection

Compliance Information & List of Required Application Materials

Compliance Information

1. Conditions of Approval: In granting any approval of a rezone, the Planning and Zoning Commission will prescribe appropriate conditions and safeguards that ensure the rezone is consistent with the purposes and intents of the Zoning Ordinance.
2. In the event of failure to comply with the plans approved by the Planning and Zoning Commission, or with any conditions of a rezone approval, the permit shall be immediately revoked and shall automatically become null and void.
3. Where plans are submitted and approved as part of the application for a Rezone, modifications of the original plans may be required by the Commission as a condition of approval.
4. Where plans approved by the Planning and Zoning Commission are modified following such approval, such plan modifications must be submitted to and determined by the City Council to be in substantial conformance with the plans approved by the Commission. If plan modifications are not in substantial conformance, the plan modifications must be resubmitted to the Commission for an additional public hearing as an amendment to the original rezone application.
5. Revocations: If a building permit or occupancy permit pertaining to the rezone is not obtained for the subject property within one (1) year from the date of the Planning and Zoning's final decision, such rezone shall be immediately revoked and be considered null and void.

List of Required Application Materials

Application Submittal: This application must be completed and submitted with the items described below to the City Clerk at least fifteen (15) days prior to the regularly scheduled Planning and Zoning monthly meeting (2nd Tuesdays of each month) for review by the Planning and Zoning Commission. Applicant will be notified by the City Clerk as to the time and place of the public hearing pertaining to this application.

The following items must be submitted with this application:
(make sure all materials are complete, accurate, and legible)

1. Completed and signed application.
2. Filing fee.
3. List of adjoining property owners within 300 ft (including those across streets and alleys), along with their mailing addresses, as provided by the Latah County Assessor's Office.
4. Site Plan.
5. Vicinity Map indicating the location of considered property in relation to the surrounding area (360°) at a minimum distance of 300 ft. Map must be to scale (1:50); indicate all properties, streets, and applicable natural features, and must be created digitally or clearly drawn by hand in blue or black ink. Inaccurate and/or illegible maps will not be accepted.
6. Elevation Drawing(s) drawn to scale; if applicable
7. Any additional materials that will aid in the explanation of proposed use and for the process of consideration by the Planning and Zoning Commission.
8. Written permission from the owner for proposed rezone (if applicant is not the owner).

Please note that for line items 1 and 4-8 seven (5) copies are required.