

Zone Change

City of Coeur d'Alene

17.01.010 Title of Zoning Ordinance



A **COMPLETE APPLICATION** is required at the time of application submittal, as determined and accepted by the Planning Department. **See Page No. 4 for Application requirements & submittal deadlines. This application can be found online at www.cdaid.org under Planning Department / Application Forms.**

ZONE CHANGE NAME: _____ **Application Fee: \$600.00**

Mailing fees \$6.00ea

Public Hearing Publication Fee \$300.00

APPLICANT:

Property Owner: _____

Mailing Address: _____

Telephone Number: _____

Cell Phone Number: _____

E-Mail: _____

ENGINEER, ARCHITECT, AND /OR REPRESENTATIVE:

Name: _____

Mailing Address: _____

Telephone Number: _____

E-Mail: _____

PROPERTY ADDRESS(ES) /GENERAL LOCATION:

PROPERTY LEGAL DESCRIPTION:

PROPERTY INFORMATION:

1. Gross area (all land involved): _____ acres, and/or _____ sq. ft.
2. Total Net Area (land area exclusive of proposed or existing public street and other public lands): _____ acres, and/or _____ sq. ft.
3. Total number of lots included: _____
4. Existing land use: _____

PROPERTY INFORMATION (Continued):

5. Proposed Zoning (circle all that apply): R-1 R-3 R-5 R-8 R-12 R-17 MH-8
NC CC C-17 C-17L DC LM M NW

6. Existing Zoning (circle all that apply): R-1 R-3 R-5 R-8 R-12 R-17 MH-8
NC CC C-17 C-17L DC LM M NW

JUSTIFICATION:

Please use this space to state the reason(s) for the requested zone change and include comments for the 2007 Comprehensive Plan Category, Neighborhood Area, applicable Special Areas, appropriate goals, and policies and how they support your request.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is no handwriting or other markings on the paper.

Note: The 2007 Comprehensive Plan is available by going to www.cdaid.org under Departments / Planning Forms.

FILING CAPACITY:

_____ 1. Recorded property owner as of _____ (date)

_____ 2. Purchasing (under contract) as of _____ (date)

_____ 3. The Lessee or Renter as of _____ (date)

_____ 4. The authorized agent of any of the foregoing, duly authorized in writing.
(Written authorization must be attached to the application).

REQUIRED CERTIFICATIONS:

OWNERSHIP LIST:

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____.
(title company) (date)

RESIDENTS LIST:

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by _____ on _____.
(name) (date)

CERTIFICATION OF APPLICANT *:

I, _____, being duly sworn, attests that he/she is the applicant of this request and knows the
(insert name of applicant) contents thereof to be true to his/her knowledge.

Signed: _____
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this _____ day of _____, 20____.

Notary Public for Idaho Residing at: _____

My commission expires: _____

Signed: _____
(notary)

CERTIFICATION OF PROPERTY OWNER(S) OF RECORD *:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: _____ Telephone No.: _____

Address: _____

Signed by Owner: _____

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this _____ day of _____, 20____.

Notary Public for Idaho Residing at: _____

My commission expires: _____

Signed: _____
(notary)

** For multiple applicants or owners of record, please submit multiple copies of this page.*

For City use only: Received: City Cashier: _____ Date: _____

Accepted: Planning: _____ Date: _____

Date Stamp

DEADLINE FOR SUBMITTALS:

The completed application must be submitted to the Planning Department no later than the first working day of the month preceding the next regular Planning Commission meeting, at which time if the application is determined to be **complete** and is **accepted** by the Community Planning Director this item ***“may”*** be heard [approximately six (6) weeks prior to the hearing]. Acceptance or rejection of the application by the Community Planning Director, and notification of the Applicant, shall occur within two (2) weeks of submittal. 17.09.115: *PRIVATE PARTY APPLICATION*.

PUBLIC HEARING NOTICE SIGN TO BE POSTED ON SUBJECT PROPERTY:

The applicant is required to post a public hearing notice, provided by the Planning Department, on the property at a location specified by the Planning Department. This posting must be done one (1) week prior to the date of the Planning Commission meeting, at which this item will be heard. An affidavit testifying where and when the notice was posted, by whom, and a picture of the notice posted on the property is also required and must be returned to the Planning Department.

REQUIRED SUBMITTALS:

A zone change request is made by submitting the following information to the Planning Department:

1. The completed attached form.
2. An owners' list and three (3) sets of mailing labels with owners' addresses prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. The list shall include the following:
 - A. All property owners within 300 feet of the external property boundaries.
 - B. All property owners within the property boundaries.
3. A residents' list and three (3) sets of mailing labels prepared by the applicant, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application.

****Note: a mailing fee of \$6.00 per label (billed to applicant)***

4. Title reports with correct ownership, easements and encumbrances prepared by a title insurance company.

NOTE: *Please also submit a copy of the tax map showing the 300 foot mailing boundary around the subject property.*

5. A **\$600.00** processing fee (payable to the City of Coeur d'Alene).
6. Public Hearing notification publication in the paper (billed to applicant) **\$300.00**