



**PRE-ANNEXATION MEETING**  
*Required before an Annexation Application  
 can be submitted and processed*

**STAFF USE ONLY**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

**REQUIRED SUBMITTALS**

- This completed application form**
- A written narrative:** Explaining the requested annexation, existing and requested zoning, how proposal relates to the Comprehensive Plan and how the appropriate Goals and Policies support your request, description of available public facilities, proposed use(s) including a general description of number of units/lots, total square footage of commercial uses, densities and intensities, phasing plans/map and timing of project from start to buildout, compatibility with surrounding areas, and how the proposed annexation would benefit the City and be considered orderly development.
- A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, relationship to city boundaries, public facilities, etc.
- A conceptual plan:** If project will be a master planned community, please consider submitting a conceptual plan for review.

**DEADLINE FOR SUBMITTALS (2 weeks before any staff meeting to discuss the request)**

Meetings are generally on Tuesdays. A complete application must be submitted two weeks before the item will be discussed with staff. All items listed above are required so that an administrative meeting can be scheduled with the various city departments involved in reviewing development requests.

**APPLICATION INFORMATION**

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS: ENGINEER OTHER</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

**SITE INFORMATION:**

PROPERTY LOCATION OR ADDRESS OF PROPERTY:		
EXISTING ZONING (CHECK ALL THAT APPLY): <b>Ag. Zone</b> <input type="checkbox"/> <b>AS</b> <input type="checkbox"/> <b>RR</b> <input type="checkbox"/> <b>C</b> <input type="checkbox"/> <b>LI</b> <input type="checkbox"/> <b>I</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>R</b> <input type="checkbox"/> <b>HDR</b> <input type="checkbox"/>		
PROPOSED CITY ZONING (CHECK ALL THAT APPLY): <b>R-1</b> <input type="checkbox"/> <b>R-3</b> <input type="checkbox"/> <b>R-5</b> <input type="checkbox"/> <b>R-8</b> <input type="checkbox"/> <b>R-12</b> <input type="checkbox"/> <b>R-17</b> <input type="checkbox"/> <b>MH-8</b> <input type="checkbox"/> <b>NC</b> <input type="checkbox"/> <b>C-17</b> <input type="checkbox"/> <b>C-17L</b> <input type="checkbox"/> <b>DC</b> <input type="checkbox"/> <b>LM</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>NW</b> <input type="checkbox"/>		
TAX PARCEL #:	EXISTING ZONING:	ADJACENT ZONING:
GROSS AREA/ACRES:	CURRENT LAND USE:	ADJACENT LAND USES:

**COMPREHENSIVE PLAN DESIGNATIONS:**

PROPERTY NOT CURRENTLY LOCATED WITHIN THE CITY PLANNING AREA MUST RECEIVE A 2007 COMPREHENSIVE PLAN DESIGNATION ALONG WITH THE NEW ZONING CLASSIFICATION.
CITY COMPREHENSIVE PLAN CATEGORY (PAGE 39):
NEIGHBORHOOD AREA (PAGES 40-71):
SPECIAL AREAS (PAGES 24-36)

Note: The 2007 Comprehensive Plan is available online <http://cdaid.org/files/Planning/2007complan.pdf>

*If possible, also address how the request would be compatible with the draft Envision Coeur d'Alene (Comprehensive Plan update through 2040). It is available online <https://publicinput.com/4298>*

**APPLICANT SIGNATURE(S):**

I (We) understand that the pre-annexation meeting with city staff does not guarantee approval of a future annexation request. We certify that we have provided accurate information and knows the contents thereof to be true to his/her knowledge.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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Signatures:

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