



COMPREHENSIVE PLAN MAP AMENDMENT CHECKLIST

The following items shall be included in any Comprehensive Plan Map Amendment review submittal. Additional information may be required, as indicated in your roundtable (pre-app) meeting or upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

SECTION I			
SUBMITTAL DOCUMENTS & RELATED PLANS		Applicant	Staff
Master Land Use Application	Copy of completed, signed and dated application		
Application Checklist	Copy of completed, signed and dated checklist		
Property Owner Acknowledgement	If the signatory of the application is not the owner of the property, a notarized statement (property owner acknowledgement) must be signed by the legal owner of record and submitted with the application		
Proof of Property Ownership	Recorded Warranty Deed for the subject property showing proof of ownership, or evidence of property interest to subject property		
Legal Description of Property	Attach a legal description of the property including metes and bounds to the centerline of all adjacent rights of ways. All legal descriptions shall be certified by a land surveyor registered to the State of Idaho.		
Neighborhood Meeting Information	<p>The verification shall include:</p> <ul style="list-style-type: none"> A copy of the letter mailed by the applicant A copy of the 500' mailing list indicating all notified owners, residents and neighborhood associations A copy of the sign-up sheet from the meeting, with your signature <p><i>Note: Neighborhood meetings must be held within four (4) months of application submission.</i></p>		
Site Photos	Site Photos, colored and labeled, looking north, south, east and west.		
Detailed Letter of Explanation and Justification	<p>Detailed Letter of Explanation and justification for the proposed request. Include the following:</p> <ol style="list-style-type: none"> Explanation of why the proposed amendment is being requested Description of all existing and proposed Comprehensive Plan land use classifications Description of any existing land uses in the general area that are similar to the proposed use/request Description of all adjacent property uses and zoning district designations Description of all uses, buildings or structures which are being proposed or are intended for the property Description of the specific Comprehensive Plan goals and/or policies that support your request, and describe how the request or proposed project supports these goals and/or policies. Demonstrate how there has been a substantive change in conditions since the plan was adopted/last amended that justifies this proposed change, or how the proposed designation is equally or better suited for the property than the existing designation. Describe how the property is currently served, or is capable of being served, with public facilities and services necessary to support the uses allowed by the proposed plan map designation. Such services may include water, sewage, storm drainage, and schools 		



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Planning and Zoning Department**

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	<ul style="list-style-type: none"> i. Description of any known cultural, archaeological, or historic features on the site j. Justify how the request is in the public interest, would be of general benefit and contribute to the common welfare, and not simply a furtherance of private individual or group interests k. Detail any impacts the request will have on public safety, traffic, and schools. Include any proposed measures to mitigate concerns. l. Any previous or pending land use permit activity 		
Site Plan	Site plan, drawn to scale, showing location of all property lines, existing and proposed buildings, utilities, setbacks, easements, and streets with street names.		
Map	Provide a site/vicinity map, drawn neatly to scale, with a north arrow, that shows: <ul style="list-style-type: none"> a. The lands proposed to be changed and all adjacent properties, and the existing comprehensive plan designations b. The proposed change in designation in context with surrounding properties c. Features such as: roads, existing structures, and infrastructure (i.e. driveways, wells, septic drain fields, etc.) d. Known critical areas (wetlands, streams, rivers, lakes, drainages, steep slopes, wildlife habitat areas, floodplains) on the area proposed to be changed, and within 500 feet e. Location of all utilities and easements f. All major man-made and natural physical features such as railroads, canals, streams, creeks, drainage ditches, hills, depressions, steep slopes, lakes, floodplains, and floodways. 		
Concept Development Plan	If the comprehensive plan map amendment application is not being submitted concurrently with other development applications, please provide a concept development plan.		

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents have been submitted as single-sided, high-resolution copies. I also acknowledge that the applicant or the applicant's representative **IS REQUIRED to attend all public hearings** for this application, and that additional information may be required as necessary to assist in the understanding and review of the project application.

I certify this document has been acknowledged, signed and dated by the:

Property Owner as the Applicant

Property Owner's Agent / Representative

Applicant / Applicant's Representative Printed Name

Date

Applicant / Applicant's Representative Signature