



## PRE-DEVELOPMENT MEETING CHECKLIST

Community Development Department  
8930 N Government Way, Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) 208-209-2022

A Pre-Development Meeting is a requirement for most Planning and Zoning Processes. The purpose of this meeting is to go through the requirements of the process that the applicant will be applying for so that they know what the City will be requiring in the application process.

**CHECKLIST:** A request is made by submitting the following:

- Application
- Site Plan
- Building Plan

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

**STEP 1:** On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

**STEP 2:** Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

**STEP 3:** Select a Property. You can search by Address, Parcel Number, or Owner Name.

**STEP 4: Enter PZE Process Details** Choose Pre-Development Meeting and enter work description.

**STEP 5: Enter Applicant Info** Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

**STEP 6: Estimate Fees** Click Next. (Fee estimates do not have to be chosen.)

**STEP 7: Attachment** Upload required documents for your PZE Process. Click next.

**STEP 8: Disclaimers** Check accept for each disclaimer. Click submit.

**Successful Permit Application** Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.