



ZONE MAP AMENDMENT CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

A Zone Map Amendment request is subject to at least one public hearing, generally with the Planning and Zoning Commission who makes an advisory recommendation to City Council. City Council may hear the request in a public meeting, or if the Commission recommends something different than the request a second public hearing may be required. City Council makes the final decision regarding the request. Amendments must be consistent with the Comprehensive Plan, compatible with present and future land use in the vicinity, and infrastructure must be available to support the uses that would be allowed in the requested zone.

Checklist: A request is made by submitting the following:

- A narrative describing how the proposed Zone Map Amendment relates to the Comprehensive Plan, availability of public facilities, and compatibility with the surrounding area.
- Title Report
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- Most recently recorded deed(s)
- Letter of authorization from the owner of record, if different from applicant
- A vicinity map (drawn to a readable scale) showing property lines, thoroughfares, lineal feet measurements for all parcels of land within 300' beyond (excluding streets and alleys) of the external boundaries of the land being considered and the existing zoning district for each parcel.
- Legal Description of the property (Word Format)
- Plat or Record of Survey
- Other supporting materials

NOTE:

Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.

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 Zone Map Amendment, enter work description, zoning/rezoning, usage, and meeting details.

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.