



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

A Zone [Comprehensive Plan] Text 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, a second public hearing may be required. City Council makes the final decision regarding the request.

Checklist: A request is made by submitting the following:

- Narrative describing the proposed amendment, including the code section(s) to be amended and proposed, including the code section(s) to be amended and proposed language; and how the ordinance amendment will meet each of the standards of approval (City Code 11-1-7(E)(6)) to include but not be limited to:
 - The proposed amendments are consistent with community needs and its public health, safety, and general welfare.
 - The proposed amendments shall be in accordance with the Future Land Use Map and the goals and policies found in the Hayden Comprehensive Plan.
 - The proposed amendments shall align with the zone district's purpose and intent.
- Proposed Text Amendment verbiage for City Code and/or Comprehensive plan (Word Format)

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 Text Amendment, enter work description, meeting, zoning/rezoning, and usage 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.