



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184 FAX (208)234-6586

**REQUEST FOR ANNEXATION AND ZONING APPLICATION**

Submittal received: \_\_\_\_\_

Permit #: \_\_\_\_\_

Submittal Approved by: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Plan Review Approved by: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

*Dates for a public hearing or Council consideration will not be scheduled until plan design review approval has been received.*

Filing Fee \$1,066.00 + \_\_\_\_\_ addresses X \$3.00 = \$ \_\_\_\_\_ **Total Due \$** \_\_\_\_\_

**Applicant:**

**Representative:**

\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Name/Firm

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Phone (work/cell/home)

\_\_\_\_\_  
Phone (work/cell/home)

Do you own the subject property or have an enforceable contract interest? Yes  No

Site Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Is the property within, or part of, an approved subdivision? \_\_\_\_\_ (The property may need to be platted prior to issuance of a building permit. See subdivision review process.)

Requested Zoning: \_\_\_\_\_

**In addition to the above, the following information must accompany this application:**

1. Two sets of typed, gummed mailing labels with all of the names and addresses of the property owners within a 300 foot radius of the subject property. In addition, a fee of \$1.50 per address per required notice is required (two notices per address will be required). Failure to provide a complete list of names may nullify this application.
2. Survey map with topography noted of the area to be annexed. This is to be done by a private certified surveyor and submitted to the City for review (applicant must bear all costs).

3. Applicant(s) must provide a written justification for the requested zoning, addressing the variables described in Municipal Code Section 17.02.180(E).
4. A site map (11" X 17" drawn to scale) of the area to be annexed.
5. A title report, property deed, or other legal documentation of ownership of the site in question whether freehold, option or lease, must be submitted.
6. A complete legal description of the parcel to be annexed, signed off and verified by the city Surveyor prior to the filing of this petition. This description must match the site map required in item #4. Legal descriptions should be prepared by a licensed surveyor to avoid possible delays in the petition process.
7. A signed Affidavit of Mailing List.
8. A statement or conceptual drawing (to scale) showing the proposed use and/or number of lots for development on the property. If no development plan exists, the City will calculate maximum number of lots or coverage based upon the proposed zoning.
9. A documented source of water, deliverable to the City, sufficient for the water needs of Developer and the development (described above), or cash as necessary to obtain the water utilizing a formula determined by the City and based upon the following:

*Current market value of water per acre foot*  
Multiplied by  
*Average water use as represented in acre feet*  
Equals  
*Subtotal water value*  
Add  
*20% Administrative/Legal costs*  
Equals  
*Amount payable to the City*

The documentation of water source must be verified and approved by the City Attorney prior to filing the petition.

The approval of this application for annexation does not permit the violation of any section of the Building Code, or other City ordinances.

I hereby acknowledge that I have read this application, and state that the above information is correct, and that this shall serve as my written request for annexation of the lands described herein pursuant to Idaho Code 50-222 and 67-6525.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant or representative must be present at the public hearing. A sign giving public notice will be posted at the proposed annexation site during the course of these proceedings.



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**AFFIDAVIT OF MAILING LIST - ANNEXATION**

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners of record located within 300 feet of the boundaries of the project site and \$3.00 fee per label. The list shall be based on the most current equalized assessment rolls of County of Bannock. This list and fee will be used to send two (2) notices of public hearings required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and addresses are set forth on the latest equalized assessment rolls of the County of Bannock.
4. The foregoing is true under penalty of perjury.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

## GUIDELINES TO PRESENT YOUR INFORMATION TO THE P & Z COMMISSION

### A FEW POINTERS TO HELP YOU MAKE YOUR CASE...

The Planning and Zoning Commission, or P & Z Commission, is a citizen advisory board to the City Council. The P & Z Commission is charged with making reviews and recommendations in matters of community planning and the use of public and private land, including requests on many different land use issues such as subdivisions, rezoning of property, annexation of land into the City, and planned unit developments. In analyzing these requests, the P & Z Commission considers a variety of issues ranging from the physical layout of a proposed development, to landscaping, drainage retention, parking, etc. The P & Z Commission also considers the impact of the proposed use on surrounding lands and land uses.

You were required to submit plans and drawings as part of your application which detailed the various aspects of your proposal, its layout, and its impacts, if any, on adjoining lands. While the P & Z Commission receives copies of this information, the following items may help you present your application in the most favorable light, as well as assisting the P & Z Commission in making the best possible recommendation to the City Council.

1. Color renderings of any and all of your site drawings/plans. Where architectural compatibility is an issue, the color and construction samples may be required (e.g., for planned unit developments). Large plans (18" X 24" at least) for display, as well as smaller (8 ½" X 11") for each Commission member would be helpful.
2. Map(s) of your project site that include the surrounding area. Large maps (18" X 24" at least) for display, as well as smaller 8 ½" X 11") for each Commission member would be helpful.
3. Overhead projections of selected items or ideas.
4. Photographs of the site and surrounding area.

Some audio/visual equipment is available to assist you in your presentation to the Commission. Contact the Planning and Zoning Department at least 24 hours prior to the hearing/meeting for assistance with this or other items.

**Please note that for presentations in a public hearing, all material displayed or used during the presentation become part of the public record and are retained by the City. Also, applicants planning to utilize an attorney during their presentation before the Planning and Zoning Commission are requested to notify the City of that fact in advance of the meeting.**

Regular meetings of the P & Z Commission are open to the public and are taped live on the City's public access channel. Because of this, when you are addressing the Commission, you should:

1. Speak directly into the microphone.
2. Do not engage in conversation with the public. Address the Commission only.
3. Adhere to all protocols which have been or may be established by the P & Z Commission in their efforts to manage the meeting.