



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

**ZONING ORDINANCE TEXT AMENDMENT**

*Dates for P&ZC public hearing or Council public hearing will not be scheduled until the application is deemed complete.*

Filing Fee \$750.00 + \_\_\_\_\_ addresses x \$3.00 = \$\_\_\_\_\_ = **Total Due \$**\_\_\_\_\_ Permit #:\_\_\_\_\_

Receipt #:\_\_\_\_\_ Submittal Date:\_\_\_\_\_

Receipt Date:\_\_\_\_\_ Submittal Approved:\_\_\_\_\_

**Applicant**

**Representative:**

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

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

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

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

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

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

**Project Information:**

Zoning Ordinance Section proposed to be changed:\_\_\_\_\_

Zoning Districts affected by the proposed text amendment:\_\_\_\_\_

Does the proposed Zoning Ordinance text change require a concurrent Comprehensive Plan text change:\_\_\_\_\_

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION TO BE COMPLETE**

- A. All required filing fees must be paid and all required information must be submitted with your application.
- B. **Two sets of typed**, gummed mailing labels with all of the names and addresses of the property owners within the specific affected area and within a 300 foot radius of the exterior boundary of the area that would be affected by the proposed amendment. A charge of \$3.00 per property owner is required (2 notices will be sent). A signed Affidavit of Mailing List must also be submitted (attached).
- C. If the proposed text change affects a specific area or zoning district(s) then provide two (2) area maps, one (1) measuring 8-1/2" x 11" and one (1) 18" x 24" (or larger), which identify the areas/districts affected by the proposal and contain the following information:
  - 1. Location of adjoining streets (including public improvements), alleys, and property lines.
  - 2. Identification of surrounding zoning designations.
- D. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.
- E. An owner of private property within the municipal boundary of the City of Pocatello or their duly authorized representative may initiate a request to amend the text of the zoning ordinance by submitting an application to the City Planning & Development Services (Municipal Code Section 17.02.180).

- F. A written analysis of the request must address the following issues:
1. Please provide a copy of the existing Zoning Ordinance text that your proposal affects.
  2. Provide the specific text (wording) that you propose for the amendment.
  3. Describe how the proposed zoning text change would be in the community's best interest.
  4. Does the proposed text amendment affect other Zoning Ordinance provisions? If yes, provide a copy of the affected provision(s) along with a description of how your proposed amendment is compatible with the existing ordinance provision(s).
  5. If your request requires a concurrent Comprehensive Plan text amendment, please provide a copy of the affected Plan provision(s) along with your proposed text (wording). Note: City Council requires a minimum interval of six months between requests to amend the Comprehensive Plan. Therefore, if your proposal requires a concurrent Plan amendment, then consideration of your request may be delayed in order to conform to the required interval.

**The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this application does not exempt the applicant from the provisions of the Federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.**

**This application shall not be considered complete (nor will a hearing before the Planning & Zoning Commission or the City Council be scheduled) until all required information has been submitted and verified along with applicable fees.**

**I hereby acknowledge that I have read this application and state that the above information is correct and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the public hearings.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_



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### AFFIDAVIT OF MAILING LIST

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 one set 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 the notices of public hearing 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

\_\_\_\_\_