



Master Application

- | | |
|---|--|
| <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> PLAT – SHORT |
| <input type="checkbox"/> BEER / WINE / LIQUOR | <input type="checkbox"/> PLAT – FINAL |
| <input type="checkbox"/> CATERING B/W/L | <input type="checkbox"/> RECORD OF SURVEY |
| <input type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> RIGHT OF WAY PERMIT |
| <input type="checkbox"/> CURB LOADING | <input type="checkbox"/> SUBDIVISION |
| <input type="checkbox"/> HOME OCCUPATION | <input type="checkbox"/> TEMPORARY USE PERMIT |
| <input type="checkbox"/> FLOOD PLAIN DEVELOPMENT | <input type="checkbox"/> VARIANCE |
| <input type="checkbox"/> PLANNED UNIT DEVELOPMENT | <input type="checkbox"/> ZONE CHANGE OR AMENDEMENT |
| <input type="checkbox"/> PLAT – PRELIMINARY | <input type="checkbox"/> OTHER: _____ |

*The purpose of the Master Application is to gather as much information for staff as possible about a possible **SITE-SPECIFIC LAND USE** decision for staff to help guide the applicant and the decision makers.*

PRINT CLEARLY AND LEGIBLY

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

CANYON COUNTY PARCEL INFORMATION: _____

SUBDIVISION: _____ **BLOCK:** _____ **LOT:** _____

QUARTER: _____ **SECTION:** _____ **TOWNSHIP:** _____ **Range:** _____

PROPERTY OWNER INFORMATION

OWNER: _____ **IDAHO LLC:** _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

OWNER IS APPLICANT

APPLICANT: _____ **IDAHO LLC:** _____

APPLICANT MAILING ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

APPLICANT TELEPHONE NUMBER: _____

*****Staff Use Only*****

PROJECT WORKING NAME: _____ **DATE RECEIVED:** _____

FILE # _____ **STAFF INITIALS:** _____ **PAGE** _____ **of** _____



Master Application

APPLICATION PROCEDURE:

The Planning & Zoning Administrator reserves the right to NOT ACCEPT or MARK an application RECEIVED until the applicant can demonstrate the information is accurate, complete and ready for further action.

Each application must include the following information before the application is accepted:

- 1) Description of Existing Use
- 2) Description of Proposed Use
- 3) Map of Area
- 4) Drawings to Scale showing shape and size
- 5) Site Plan (drawn to scale which shows the property which is under consideration, location of all improvements and the specific information concerning the proposal)
- 6) Brief Narrative describing the development or proposal
- 7) Determination of Flood Plain Zone
- 8) Elevations of each building and / or proposed building

PROCESS:

- 1. Master Application and Secondary Applications received with appropriate fees.
- 2. Pre-Application Meeting with developer and appropriate city department heads.
- 3. Engineer / Legal Review of application as determined by department heads.
- 4. Application is then "RECEIVED".
- 5. Public Hearing is scheduled (if required)
- 6. Public Hearing Public Notice sent to Idaho Press Tribune.
- 7. Public Notices Sent, Property Posted and Agency Notification Sent.
- 8. Applicant(s) billed for Public Notice Publication, Public Notice Mailing and Engineer / Legal fees incurred.
 - a. Must be paid in full prior to final decision issuance
- 9. Public Hearing Held
- 10. City Council Decision – Deny, Approve or Approve with Conditions
- 11. Findings / Conclusion
- 12. Final Decision Issuance / Recordation

*****Staff Use Only*****

PROJECT WORKING NAME: _____ DATE RECEIVED: _____
FILE # _____ STAFF INITIALS: _____ PAGE _____ of _____