



## ZONING ORDINANCE TEXT AMENDMENT SUBMITTALS AND CHECKLIST

(Not a business license or building permit)

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PLANNING & ZONING DEPARTMENT  
601 E. 3<sup>rd</sup> Street, Emmett, Idaho 83617  
phone: (208) 365-9569 fax: (208) 365-4651

**No amendment to the Zoning Ordinance shall be recommended for approval by the Zoning Commission or granted by the City Council unless the following finding is made by the Commission or Council;**

- a. The requested amendment complies with the adopted Comprehensive Plan.

**REASON FOR REQUEST:** \_\_\_\_\_

### **Submittal Requirements:**

**FEE:** A \$570.00 fee must accompany this completed application. (*Non-refundable unless withdrawn within 2 weeks of application submittal*)

### **LETTER OF INTENT:**

- Intended uses and how the requested amendment complies with the adopted Comprehensive Plan (please refer to page and section numbers of the Comprehensive Plan.)
- Address the public need and benefit resulting from amending the Ordinance as proposed.

**TEXT AMENDMENT:** Attach one (1) hard copy and one (1) digital copy of the exact text changes proposed in underline (additions) and strikeout (deletions) format. Reference the appropriate City Code sections. Attach other supporting documentation as necessary.

**Checklist**

<u>SUBMITTALS</u>	<u>APPLICANT</u> (√)	<u>STAFF</u> (√)
FEE		
LETTER OF INTENT		
TEXT AMENDMENT		

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted.

The date of the public hearing will be established by the Administrator upon the acceptance of complete application.

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*FOR OFFICE USE ONLY\*\*\*

**APPLICATION COMPLETION DATE:** \_\_\_\_\_ **COMMISSION HEARING DATE:** \_\_\_\_\_