

Next steps after Planning & Zoning Commission approval of an Annexation and Zoning request:

**Moving forward with the following items required for recording
prior to your City Council Hearing will speed up the process!**

1. **IF** Planning & Zoning Commission approves the application, it then goes before City Council.
2. **IF** Council approves the annexation and zoning after a public hearing:
 - a. Council reads the ordinance for the annexation and zoning (usually done in one meeting with a waiver for reading it three separate times/meetings, as required by law).
 - b. A correct legal description must be provided **EARLY** in **WORD** format for the following:
 - i. The entire parcel being considered for annexation and zoning (usually already submitted with application).
 - ii. The ROW dedication area.
 - iii. The newly created parcel(s) without the proposed ROW (right-of-way) dedication area.
Questions on legal descriptions? Contact our Engineering Department at 208-468-5459.
 - c. Dedication of right-of-way (work with Engineering to get the template) has been completed and signed by you. Engineering will not record the dedication until Council has adopted the annexation ordinance.
 - d. Any conditions required by P&Z Commission – such as addressing existing violations identified in the public hearing process like weeds or debris on the property, have been completed.
 - e. Any other documentation required by the P&Z Commission or staff during the P&Z Commission public hearing process has been provided.
3. **IF** City Council adds any conditions to the approval, the Ordinance will not be able to be read that evening and will go to Council for reading once those conditions are met.
4. After the ordinance is read by Council, it will be published in the Newspaper 8 days later.
5. After it is published in the paper, it is sent to the County for recording and becomes official when the County records it.
6. **You are then able to pull permits for construction on the property.**

Keep in mind there is always a risk that City Council may deny your request; however, having all these items in place will ensure you can start on your project at the earliest possible time.



Planning & Zoning Public Hearing Process

