



Planning & Zoning Department

Annexation/Zoning Checklist

Nonrefundable Fee: **\$600.00** (1 acre or less) or **\$950.00** (more than 1 acre)

Staff Use Only	
Project Name: _____	_____
File Number: _____	Received date: _____

Please ensure that you have had a pre-application meeting or discussion with a member of Planning and Zoning staff prior to submitting your application.

Did you discuss this application with a planner? Yes No

Date of Pre-App Meeting/Discussion: ____/____/____ Type (in person, phone, email, etc.) _____

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the *Apply for a Planning Permit* link.

Applicant	Staff	Description
A copy of <u>ONE</u> of the following		
		A recorded warranty deed for the property
		Proof of option
		Earnest money agreement
One copy of <u>EACH</u> of the following		
		A sketch drawing of the site & any adjacent property affected, showing all existing & proposed locations of streets, easements, property lines, uses structures, driveways, pedestrian walks, off-street parking & off-street loading facilities and landscaped areas, preliminary or final building plans & building elevations, together with any other information considered pertinent to the determination of this matter.
		Signed & Notarized Affidavit of Legal Interest. Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
		A Professional Land Surveyor or Engineer verified <u>original legal description</u> of property. <ul style="list-style-type: none"> • If the legal description provided is not clean and legible, a retyped Microsoft Word formatted document must be submitted.
		Narrative fully describing the reason for the proposed annexation and any proposed plans for the use of the subject property.
		The estimated value of the completed project, to include the value of the land and the completed structures (dwellings, etc.).
		A copy of the sign in sheet and the mailed letter/notice from the neighborhood meeting held per the guidelines listed in NCC Section 10-2-2.B
		Associated fees
		Master Application form

NOTICE TO APPLICANT

This application will be referred to the Nampa Planning Commission for a recommendation on the requested zoning. The Planning Commission shall hold a public hearing and will then make its recommendation to the City Council. The City Council will then hold a second public hearing. Notice of the public hearings must be published in the Idaho Press-Tribune 15 days prior to said hearings. Notice shall also be posted on the premises of the subject property not less than 1 week prior to the hearings. Notices will also be mailed to property owners or purchasers of record within 300 feet of the subject property. You will be given notice of the public hearings and should be present to answer any questions.



Planning & Zoning Department

Master Application

Staff Use Only
Project Name: _____
File Number: _____
Related Applications: _____

Type of Application

- | | |
|---|--|
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Legal Non-Conforming Use |
| <input type="checkbox"/> Annexation/Pre-Annexation | <input type="checkbox"/> Planned Unit Development/MPC |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Short |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Final |
| <input type="checkbox"/> Multi-Family Housing | <input type="checkbox"/> Condo |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Modification | <input type="checkbox"/> Fireworks Stand |
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Kennel License | <input type="checkbox"/> Staff Level |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Zoning Map/Ordinance Amendment (Rezone) |
| <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: Own Rent Other: _____

Owner Name: _____ Phone: _____

Owner Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor Name (e.g., Engineer, Planner, Architect): _____

Firm Name: _____ Phone: _____

Contractor Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel Number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: Residential Commercial Industrial Other: _____

Project/Subdivision Name: _____

Description of proposed project/request: _____

Proposed Zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, etc.)		
Right of Way (internal roadways, ROW to be dedicated, etc.)		
Qualified Open Space		
Total		

Please answer all questions that are relevant to your project

Minimum square footage of structure: _____ Maximum building height: _____

Minimum property size (s.f.): _____ Average property size (s.f.): _____

Gross density: _____ Net density: _____

Type of dwelling proposed: Single-family Detached Single-family Attached

Duplex Multi-family Condo Other: _____

Proposed number of units: _____

Total number of parking spaces provided: _____

% of qualified open space: _____

Additional information may be requested after submittal.

Authorization

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____



City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO)
:SS
COUNTY OF CANYON)

A. I, _____, whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to _____, whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, _____.

Signature

SUBSCRIBED AND SWORN to before me the ____ day of _____, _____.

Notary Public for Idaho
Residing at: _____
Commission Expires: _____

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. After the ordinance is read by Council, it will be published in the Newspaper 8 days later.
4. After it is published in the paper, it is sent to the County for recording and becomes official when the County records it.
5. **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

