



**SMARTCODE  
ANNEXATION AND REGULATING  
PLAN APPLICATION**

Post Falls considers approval of annexing land only when such would result in benefit to the community.  
(For additional information on this process and requirements see PFMC 16.04 and Ordinance No. 1200)

**APPLICANT INFORMATION:** **APPLICATION FEE: \$2500.00**  
**(Includes one annexation agreement)**  
**\$500.00 for each additional agreement**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT STATUS:** Owner: \_\_\_\_\_ Agent: \_\_\_\_\_ Tenant: \_\_\_\_\_ Contract Buyer: \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ **SURVEYOR:** \_\_\_\_\_ **PLANNER:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_ (specify)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SITE INFORMATION:**

General Location: \_\_\_\_\_

Address(es) if Applicable: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Adjacent Zoning: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Adjacent Land Uses: \_\_\_\_\_

Comprehensive Plan Land Use Map/Sector Plan Designation: \_\_\_\_\_

**ANNEXATION PETITION CHECKLIST: (to be completed by Staff)**

<b><u>YES</u></b>	<b><u>NO</u></b>	<b>Checked by:</b> _____	<b>Date:</b> _____
_____	_____	Completed Annexation and Regulating Plan Application.	
_____	_____	Application Fee per most recently adopted Fee Resolution.	
_____	_____	A narrative including a Planning and/or Engineer's report which estimates the impact of services as well as an analysis of how the Smartcode and Civic zones have been derived, the type of proposed neighborhood plan and/or administrative authorizations; Explain the proposed annexation to include zoning of the land and how it relates to the Annexation Goals and Policies in the Comprehensive Plan, including the annexed area's impact on city services.	
_____	_____	Conceptual plans that show existing conditions, proposed major thoroughfares, pedestrian sheds, proposed Smartcode Zones and Civic Zones (hard copy and electronic format).	
_____	_____	A legal description of the property in Word-compatible format.	
_____	_____	A certificate, by a Title Company licensed in the State of Idaho, as to ownership of record and any interest of record in the subject property, a list of property owners of record within 300 feet of the external boundaries of the proposed development and associated mailing labels.	
_____	_____	A vicinity map at the appropriate scale showing property lines, thoroughfares, existing and proposed zoning and such other items as the Planning Administrator may require.	
_____	_____	Annexations require two public hearings; one before the P&Z Commission and another before City Council. The applicant will incur a public hearing mailing fee in the amount of \$5.00 per hearing notice per property within 300 feet of the site. If not submitted with the application, the Planning Department will mail an invoice to the applicant with such fees to be paid before the application is placed on the agenda.	

Petitioner's name(s), address, and phone number. (Use additional sheets if necessary.)

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____

I (We) the undersigned do hereby make petition for annexation and transect classification of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

NOTE: The applicant (or representative) must be at the meeting representing this proposal, or the application will not be heard. The applicant will be responsible for costs in re-noticing the public hearing.

Be advised that all exhibits presented will need to be identified at the meeting, be entered into the record and retained in the file.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_