



**SMARTCODE
TEXT/REGULATING PLAN
AMENDMENT APPLICATION**

An Amendment of the SmartCode, including adopted Regulating Plans or Maps, consists of amending, supplementing, changing or repealing of regulations, restrictions and/or boundaries.

APPLICANT INFORMATION: **APPLICATION FEE: \$ N/A**

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: _____

TEXT AMENDMENT INFORMATION: (If Applicable)

Section(s) of the Ordinance to be amended: _____

Proposed amendment (brief synopsis): _____

Attach to this application:

1. A narrative statement that explains the proposed amendment and why it is necessary.
2. Application Fee per most recently adopted Fee Resolution.
3. An analysis of how the proposed amendment conforms to the principles found within the Comprehensive Plan.
4. A statement of the perceived effects that the proposed change would have on the City's ability to deliver services (staffing, enforcement, added inspections, studies required, etc.).
5. A draft of the proposed text changes to the existing ordinance.

Community Development Department – Planning Division
408 N. Spokane St. Post Falls, ID 83854 (T): 208-773-8708 (F): 208-773-2505 Web: www.postfallsidaho.org

SITE INFORMATION: (If Applicable)

General Location: _____

Address(es) if Available: _____

Tax Parcel Number(s): _____

Description of Request: _____

Existing Transects/Zoning: _____ Adjacent Transects/Zoning: _____

Current Land Use: _____ Adjacent Land Uses: _____

Comprehensive Plan Land Use Map/Sector Plan Designation: _____

MAP AMENDMENT CHECKLIST: (If Applicable)

Attach to this application:

1. A narrative statement identifying how the proposed amendment relates to the Comprehensive Plan, availability of public facilities, and compatibility with the surrounding area.
2. Application Fee per most recently adopted Fee Resolution.
3. A legal description of the property for the proposed zone change, stamped by a licensed surveyor or title company.
4. A vicinity map (no larger than 11x17) showing property lines, thoroughfares, existing/proposed transects/zoning and other such items as required by the Administrator.
5. Authorization Letter (if applicant is other than property owner/contract buyer).
6. 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.
7. Map/plan amendments 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 \$6.00 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.

Note: All exhibits presented will need to be identified at the meeting, will be entered into the record, and retained on file.

The applicant (or a 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.

Signature of Applicant: _____ Date: _____

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