



SUBDIVISION AMENDMENT APPLICATION

PFMC 17.12.070

Public Services Department – Planning Division
 408 N. Spokane St. Post Falls, ID 83854
 208.773.8708 Fax: 208.773.2505

STAFF USE ONLY	Project #: _____
Date Submitted: _____ Received by: _____ Fee paid: _____	Permit #: _____

PART 1 – REQUIRED MATERIAL

THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

A Subdivision Amendment is a development process, provided for by ordinance that allows for flexibility in the application of regulations and standards for consideration provided by a developer. *(For additional information on this process and requirements please see PFMC 17.12.070)*

- Completed Application Form**
- Application Fee**
- A written narrative:** Describe the project in full detail, including proposed modification and reason for the request.
- Subdivision plans:** Provide specific elements as identified in PFMC 17.12.040, including sufficient information to identify how the proposed amendment differs from previously approved subdivision.

MAJOR AMENDMENTS REQUIRED MATERIALS *(IN ADDITION TO THE ABOVE LISTED ITEMS)*

- A legal description:** in MS Word compatible format.
- A report(s) by an Idaho licensed Title Company:** showing ownership of record, any interest of record, and a list of property owners of record within 300 feet of external boundaries of the subject property and mailing labels, provided by the Title Company.
- Public hearing notification:** *By a Title Company licensed in the state of Idaho, as to ownership of record and any interest of record in the subject property. Provide a report of property owners within 300 feet of the external boundaries of the proposed development. The applicant will incur a public hearing mailing fee in the amount of \$6.00 per hearing notice per property within the 300 feet radius. Applications are required to one (1) publication notice in the local newspaper and are \$300 per public hearing, of which can be paid at the time of application. *******NOTE***** if the notices are not paid at the time of application, the planning department will mail an invoice to the applicant for the public hearing mailing and publication fees; these fees must be paid before the application is place on the agenda***
- Owner authorization:** If there is to be an applicant or consultant acting on the owner’s behalf.

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

APPLICANT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

APPLICATION INFORMATION:

PROPERTY GENERAL LOCATION OR ADDRESS:		
PROPERTY LEGAL DESCRIPTION (ATTACH OR DESCRIBE):		
TAX PARCEL #:	EXISTING ZONING:	ADJACENT ZONING:
	CURRENT LAND USE:	ADJACENT LAND USE:
DESCRIPTION OF PROJECT/ REASON FOR REQUEST:		

PART 3 – CERTIFICATION

The applicant (or representative) must be present at the public hearing to represent this proposal or the application will not be heard. The applicant will be responsible for costs to re-notice the public hearing.

Petitioner’s name(s), address, and phone number:

Name	Address	Phone
_____	_____	_____
_____	_____	_____

I (We) the undersigned do hereby make petition for a subdivision amendment 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.

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

DATED THIS _____ DAY OF _____ 20_____
