CITY OF MONTPELIER

830 Washington St., Montpelier, ID, 83254
Phone: 208-847-0824| Fax: 208-847-3867| Email: montcity@dcdi.net

REZONE APPLICATIONS MUST BE SUBMITTED 30 BUSINESS DAYS PRIOR TO THE PUBLIC HEARING

ANNEXATION APPLICATION

Applicant Information

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner/Developer Information (if other than applicant)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property of Consideration

Address: _____

Legal Description of Property (Please Attach): _____

_____

Current County Zoning: _____ Requested Zoning: _____

Existing Land Use(s): _____

Proposed Land Use(s): _____

****PROOF OF OWNERSHIP OR VALID OPTION HOLDER**: A copy of your property deed or option agreement must be attached.**

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Narrative & Vicinity Map

Attach a brief statement concerning the following:

1. Does the Annexation comply with the Comprehensive Plan? (Available to check out at City Hall)
2. Does the Annexation require mapping of streets?
3. What are the effects on the adjoining properties? The effects of elements such as noise, glare, odor, fumes, and vibration on adjoining properties.
4. A statement of the general compatibility with adjacent and other properties in the district
5. A statement of the proposed use to the Comprehensive Plan.
6. Written request of annexation, signed and dated.
7. Discuss plans and information with the City Superintendent and receive signature.

****VICINITY SKETCH:** A vicinity map which is drawn to scale must be attached showing the location of the property under consideration**

****SURVEY:** Please attach an official survey showing the property and property boundaries that are under consideration for this application**

Rezone Application Process

- Applications must be submitted at least **thirty (30) business days** prior to the public hearing to ensure they meet the deadline for agenda items to be submitted for the Planning and Zoning agenda.
- Late applications will be held for the next meeting's agenda.
- Incomplete applications will not be accepted.
- The applicant or a representative must be present at the scheduled public hearing.
- If the applicant is not the legal owner on record for the property, then a Statement of Legal Interest, signed by the owner, must be submitted with the application.
- A **$250.00 fee** must accompany this completed application. **The applicant is also responsible for costs accrued for the required posted legal ad.**
- The application fees are non-refundable.
- Upon receipt of the application for a rezone the Planning and Zoning Commission will hold a public hearing, publish a notice in a newspaper, and give written notice to all parties as required.
- At the Public Hearing you will present your request. The Planning and Zoning Commission will then approve, deny, or approve with condition(s). If your rezone is approved by the Commission, it will then be scheduled for the City Council

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- At the City Council hearing, you will again need to be present or have an agent available to answer questions. Action taken by the City Council is final, and the rezone in question may not be resubmitted to the Zoning Administrator within months following such action

Acknowledgement

Approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

The Administrator reserves the right to not officially accept this application until total review is accomplished and all required information is submitted. The date of the Public Hearing will be established by the Administrator upon acceptance of a complete application.

I, _____ the undersigned agent and/or owner of the property acknowledge that I have read and understand the information and requirements presented in this application, and that the information I have provided is accurate and complete.

_____
Signature Date

FOR OFFICE USE ONLY

Date Received: _____ Hearing Date: _____

Decision: _____ Decision Date: _____