



Ponderay - City Planning

Zone Change Application

Site/Project Information

Current Zoning: _____

Proposed Zoning: _____

Reason for zone change request:

Project Representative:

E-mail:

Phone #'s:

Location:

Legal Description:

Applicant/Owner Information

Name:

Legal Owner:

Signature:

Mailing Address:

E-Mail:

Phone #'s:

Ponderay Planning Department

File Number:

Fees:

Zoning:

Received By : Date:

Comments:



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Procedures

1. Schedule preliminary meeting with the planning staff to review proposed zone change.
2. Complete and return a zone change application with the following fee:
 - Zone Change to Commercial or Industrial - \$1,200
 - Zone Change to Rural, Residential or Recreation - \$1,000
3. Provide the following with the completed application:

Requirements

1. A written narrative statement addressing the following:
 - a. Whether the proposed amendment will, in fact, constitute a zone change.
 - b. Why the proposed amendment is necessary or desired.
 - c. Whether the proposed amendment conforms to the comprehensive plan; that is, whether the proposed use will be harmonious with and in accordance with the general objectives, or with any specific objective, of the comprehensive plan and/or this chapter.
 - d. Whether the use under the proposed amendment will be designed, constructed, operated and maintained to be harmonious and appropriate with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
 - e. The effect of the proposed amendment on adjacent property and whether it will be hazardous or disturbing to existing neighboring uses.
 - f. The identity of the owner or purchaser of the lot which is subject to the proposed amendment.
 - g. Whether the property will be served adequately by essential public services and utilities such as highways, streets, police and fire protection, drainage systems, refuse disposal, water and sewer, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service or utility.
 - h. Whether the proposed amendment will create excessive additional requirements at public cost for public services and utilities or will be detrimental to the economic welfare of the community.
 - i. Whether the proposed amendment will lead to uses, activities, processes, materials, equipment and conditions of operation detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors.

- j. Whether the property under the proposed amendment will have vehicular approaches which shall be so designed as not to create an interference with traffic on surrounding public roads. 118
- k. Whether the proposed amendment will result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.
- l. The previous use of the property and the intended use, including hours of operation or use, number of employees or occupants, the system for delivery of materials, and the general nature of the business or occupancy.
2. The name, address and telephone number of applicant.
 3. The legal description of property.
 4. A copy of the recorded deed showing proof of ownership.
 5. The signature of the legal title holder, if different from the applicant, signifying approval of the application.
 6. The names and addresses of all adjoining property owners within three hundred feet (300') of the external boundaries of the subject property, provided on a separate sheet of paper.
 7. A vicinity map at the scale of one hundred feet to the inch (1" = 100') showing the current zone classifications and existing land uses within three hundred feet (300') of the subject property.
 8. Ten (10) copies of the following plans (suggested scale: 1" = 20'):
 - a. Site plans showing the location and dimensions of all building setbacks, road frontage, curb cuts, circulation patterns, loading service areas, parking, sidewalks, landscaped areas, signs, lighting, easements, utilities and drainage patterns and listing the total open space area, impervious surfaces, lot size and total building floor area.
 - b. Floor plans, elevations: front, side and rear, and property lines and roofline dimensions.
 9. The planning and zoning commission may require a land capability report prepared by a person or firm qualified by training and experience to have expert knowledge of the subject. The report will identify the capability of the land to withstand disturbance without the risk of substantial harmful consequences of floods, sewage, drainage, erosion, sedimentation or geological or surface slippage.
 10. Prior to granting a zone change, the planning and zoning commission may require a professional study of the social, economic, fiscal and environmental effects of the proposed amendment.