



# ANNEXATION AND REZONE SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant Use      STAFF USE

- Date of pre-application meeting: \_\_\_\_\_  
**Note:** Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Verification of a neighborhood meeting being held prior to the submittal of this application. The verification shall include the time, date, and location of the meeting, a copy of the letter mailed by the applicant, a copy of the mailing list, and a sign-up sheet from the meeting. Refer to [Eagle City Code Section 8-7-8\(B\)\(1\)](#) for noticing requirements and neighborhood meeting requirements.
- Names and addresses of all adjoining property all property owners and purchasers of record owning property located within the respective radius of the exterior boundary of the application property as set forth in table D-1 below. The addresses shall be submitted to the City on two (2) sets of address labels, and a map showing the addresses in relation to the land being considered shall be submitted.

Table D-1 Eagle City Code Section 8-7-8(D)	
Application property zoned:	The notice distance shall be:
RR and RUT	1,500 feet
A and A-R	1,500 feet
R-E	1,000 feet
R-1	800 feet
All other Zones	500 feet

- Legal description of the property including meets and bounds to the center line of all adjacent right of ways with appropriate closure to meet the standards of the Ada County Engineer.
- Copy of Deed.
- If the signatory on this application is not the owner of the property, an original notarized

Statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.

- Five (5) 24" x 36" site plans (showing location of sewer and water) **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**.
- One (1) 8½" x 11" reduction of the site plan.
- One (1) 8 ½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- One (1) 8 ½" x 11" colored vicinity map showing the proposed plat superimposed in the project location and the surrounding area approximately ¼ mile from project boundaries.
- One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:
  - Pathway locations, type, and width.
  - Sidewalk locations, type, and width.
  - Location of existing easements for irrigation companies.
  - Indicate location of canal routes and specify which ones will be covered and which will stay open
- One (1) copy of any canal company license agreements (if applicable).
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- A written statement addressing each issue below in the order outlined "A" through "E":
  - A. Justification for the annexation and the rezone;
  - B. Justification of a development agreement (if applicable);
  - C. How does the proposed rezone relate to the Comprehensive Plan?;
  - D. What is the availability and adequacy of public facilities (ie: sewer, water, fire, streets) needed to serve any and all uses allowed on this property under the proposed zone?;
  - E. How is the proposed zone change compatible with the surrounding area?
- Please complete the following data tables. Attach a separate sheet if needed.

LAND USE AND ZONING INFORMATION			
	Comp Plan Designation:	Zoning Designation:	Land Use:
<b>Existing:</b>			
<b>Proposed:</b>			
<b>North of Site:</b>			
<b>South of Site:</b>			
<b>East of Site:</b>			
<b>West of Site:</b>			

**EXISTING SITE CHARACTERISTICS**

**Describe the Existing Site Characteristics:**

**PUBLIC SERVICES:**

Potable Water:	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Irrigation Water:	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Sanitary Sewer:	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Fire Protection:	<input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider:
Street(s) providing access:		
Schools serving this location:		
Elementary School(s):		
Middle School(s):		
High School(s):		

**SPECIAL ON-SITE FEATURES**

Areas of Critical Environmental Concern:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Evidence of Erosion:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Fish Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Floodplain:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Mature Trees:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Riparian Vegetation:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Steep Slopes:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Stream/Creeks:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Unique Animal Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Unique Plant Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Unstable Soils:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Wildlife Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____

- A completed [Fiscal Impact Worksheet](#) if seeking to change the density/intensity of the existing or previously approved uses on the site.
- One (1) high resolution digital copy of all plans and documents, with each page saved as a separate file.
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- Any additional information to aid in understanding the project.
- Public hearing signs shall be posted on the land prior to the Planning and Zoning Commission hearing and again prior to the City Council hearing in accordance with [Eagle City Code Section 8-7-8 \(E\)](#).
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature