



# COMPREHENSIVE PLAN AMENDMENT 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.

    

SITE DATA	
Does this application affect properties other than those owned by the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please list the parcel #s for each affected property:	

           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 \(B\)\(1\)](#) noticing requirements and neighborhood meeting requirements.

           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.

- 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.

<b>Table D-1 Eagle City Code Section 8-7-8(D)</b>	
<b>Application property zoned:</b>	<b>The notice distance shall be:</b>
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

- 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.
- Four (4) 24" x 36" maps of affected properties not owned and/or contracted by the applicant.
- Fourteen (14) 11" x 17" site plans including all affected properties with owner's names identified. **Plans must be 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 aerial vicinity map showing the proposed plat superimposed in the project location and the surrounding area up to 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)
- Provide a written statement addressing the following:
  - A. specific description of the change being requested.

- B. Specific information on any property(s) involved.
- C. A description of the condition or situation which warrants a change in the Plan.
- D. A description of the public benefit(s) that would occur from such a change in the Plan and an explanation of why the public would need any such benefit(s).
- E. An explanation of why no other solutions to the condition or situation which warrants a change in the Plan are possible or reasonable under the current policies of the Plan.
- F. A detailed list of all applicable comprehensive plan goals, policies and objectives that the proposed change would help implement or policies that must also be amended as part of the proposed change.
- G. A proposed development plan for any land involved if a specific development is planned at the time the request for the amendment is being made.
- H. An analysis showing the estimated impact that the proposed change is expected to have on existing and planned infrastructure.
- I. If the amendment will impact more than the applicant submitting the application a detailed description of the efforts made to inform other parties potentially impacted by the change of the application.
- J. Any other data and information required by the City for their evaluation of the request.

**Pursuant to letter J above, the following information is required:**

**Transportation Analysis**

1. Do the proposed/existing streets meet the classifications and alignments of the most current [Eagle Comprehensive Plan](#) and [Ada County Long Range Highway & Street Map](#) (Communities in Motion) produced by Ada County Highway District and COMPASS
2. Provide a Traffic Impact Study (to be reviewed by the City, ACHD, COMPASS, and ITD) to determine the need for modifications to the existing and planned transportation system as a result of the proposed land uses. The following issues shall be addressed:
  - Required amendment to the Long Range Transportation Plan (Communities in Motion);
  - The current transportation system and operational characteristics in the site vicinity;
  - The interface between the on-site circulation system and the adjacent circulation system;
  - The intensity and character of the development;
  - Trip generation (including the existing and proposed land use designations);
  - Distribution and assignment estimates (show intersections affected by a 10% or more increase from the proposed change); and
  - Impacts of the development on the existing and planned transportation systems.

**Economic Analysis (for applicants proposing a Village Center, Mixed-Use, Commercial, Professional Office, Business Park, or Industrial land use designation)**

1. Submit an Economic Study which documents the economic impact of the proposed nonresidential uses on the existing City.
2. Provide a public involvement plan that provides a means for involvement with the Eagle Chamber of Commerce Economic Development Committee and the neighboring property owners.

**Habitat Analysis**

1. Submit a baseline vegetation and wildlife study to be reviewed by the City of Eagle in consultation with Idaho Fish and Game. The Idaho Department of Fish and Game has an outline to follow for preparation of the study.

- Water and Sewer Analysis**
  - 1. Provide a water and sewer master plan for the site including the identification of the water and sewer needs, sources/ providers, and methods of serving for the entire site.
- A completed [Fiscal Impact Worksheet](#).
- 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 \(E\)](#).
- Any other data and information required by the City for their evaluation of the request.**
- A 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.**
- 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.
- Any additional information to aid in understanding the project.

**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