CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616
Phone #: (208) 939-0227 Fax #: (208) 938-3854

COMPREHENSIVE PLAN AMENDMENT APPLICATION

FILE NO.: _____ FEE: _____

CROSS REF. FILES: _____

APPLICANT: _____ PHONE: _____

☐ Owner ☐ Purchaser

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

_____

OWNER EMAIL: _____

REPRESENTED BY: _____ PHONE: _____

(IF DIFFERENT FROM ABOVE)

REPRESENTATIVE ADDRESS: _____

EMAIL ADDRESS: _____

ADDRESS OF PROPERTY: _____

DISTANCE FROM MAJOR CROSS STREET: _____

PARCEL NO.: _____

(APPLICANT TO VERIFY WITH ADA COUNTY ASSESSOR'S OFFICE)

Does this application effect properties aside from those owned by the applicant? ☐ Yes ☐ No

PARCEL NO's of effected Properties: _____

_____

Application Submittal Requirements

	Applicant Use		Staff Use
1.	☐	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 cut-off date and receipt of this application. (Application timelines are available in the Planning and Zoning Department or on-line at cityofeagle.org).	☐
2.	☐	A complete Comprehensive Plan Amendment Application form (it is the applicant's responsibility to use a current application).	☐
3.	☐	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 8-7-8 for requirements. **Note:** If this application included properties not owned by the applicant, all effected properties and properties within 300 feet shall be included in the neighborhood meeting notifications.	☐
4.	☐	Names and addresses of all adjoining owners of property and residents within three hundred feet (300') of the external boundaries of the land being considered as shown on record in the County Assessor's Office. The addresses shall be submitted to the City on two sets of address labels including a map showing the addresses in relation to the land being considered.	☐
5.	☐	Legal description of property (if property specific) that meets and bounds to the center line of all right of ways with appropriate closure to meet the standards of the Ada County Engineer.	☐
6.	☐	Copy of Deed.	☐
7.	☐	Three (3) 24" x 36" map of effected properties not owned and/or contracted by the applicant. Copy of Deed.	
8.	☐	If the signator 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 (if property specific).	☐
9.	☐	Three (3) 24" x 36" site plans including all properties affected, must Identify owner's names. (**folded).**	☐
10.	☐	Fourteen (14) 11" x 17" site plans including all properties affected, must Identify owner's names. (**folded).**	☐
11.	☐	One (1) 8½" x 11" reduction of the site plan.	☐
11.	☐	One (1) 8 ½" x 11" vicinity map.	☐
12.	☐	One (1) 8 ½" x 11" colored aerial photo depicting the proposed site and surrounding area within five-hundred feet (500').	☐
13.	☐	Provide a written statement addressing the following:	☐

1. A specific description of the change being requested (including any changes required to the existing text that may result in conflicts to a proposed map amendment).
2. Specific information on any property involved (including owners names, addresses, surrounding land uses, public facility providers).
3. A description of the condition or situation which warrants a change being made in the Plan.
4. 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).
5. 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.

6. 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.
7. An analysis showing the estimated impact on infrastructure expected to occur by any proposed change.
8. Any other data and information required by the City for their evaluation of the request.

The following specific data and information needs to be completed, pursuant to number 8 above:

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 and Streets 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 addresses:
   - 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 non-residential 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.

Any other data and information required by the City for their evaluation of the request.

EAGLE CITY ORDINANCE #312 2/10/98 (ECC 8-7-8)

Posted Notice: Except as noted within this paragraph, any time notice is required, the land being considered shall be posted not less than ten (10) days prior to the Planning and Zoning Commission hearing and again not less than ten (10) days prior to the City Council hearing. Except as noted herein, posting of the property must be in substantial compliance with the following requirements:

1. Signage Requirements:

   a. The sign(s) shall consist of 4' x 4' plywood or other hard surface mounted on two (2) 4" x 4" posts in such a manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three-feet (3') above the ground.

   b. Centered at the top of the 4' x 4' sign board(s) in six-inch letters shall be the words "Public Notice". In addition, each sign will inform the public of the name of the applicant, and if applicable, the proposed development, the date, time, place, and nature of the public hearing and a summary of the proposal to be considered. Each sign shall be painted white and the letters shall be painted black and shall appear on both sides. An example of this sign is set forth in the attached illustration.

Size = 6 inches----------	PUBLIC HEARING NOTICE
Size = 2 inches----------	Eagle Planning and Zoning Commission
Size = 1.5 inches----------	THE CITY OF EAGLE will hold a public hearing on May 9, 1995, at the Eagle City Hall at 6:30 P.M.
Size = 1.5 inches----------	PURPOSE: Annexation and Zoning- You-Name-It Subdivision- Zoning R-4, Subdivision Preliminary Plat, 7.66 acres, 29 lots, single family dwelling, 1 lot open space/drainage w/ landscaped entryway.
Size = 1.5 inches----------	LOCATION: SW corner of Second St. and State St.
Size = 1.5 inches----------	APPLICATION BY: Average citizen, USA, Inc.

2. The sign(s) shall be posted on the land being considered along each roadway that is adjacent to it. The signs shall be located on the property outside of the public right-of-way, if they can be so located and remain clearly visible from the roadway; otherwise, the consent of the owner of the right-of-way must be obtained and the sign(s) located therein. Except as noted herein, if the land being considered consists of more than one parcel of record, a sign must be located upon each parcel. The Zoning Administrator, upon finding that adequate notice will be provided, may not require all signs to comply with the size requirements of Subsection 1 above. In the event that the land being considered includes properties with 500-feet or more of road frontage, a sign shall be placed on each end of the property roadway frontage. If this property includes a corner lot, three signs shall be posted, one on the corner and one on each end of the property roadway frontages.

3. The applicant shall submit a certification to the City Clerk no later than seven (7) days prior to the hearing as to what, where, and when sign(s) were posted. Unless the certification is received by such date, the hearing will be canceled.

4. No later than three (3) days after the noticed hearing and any continuation thereof, sign(s) must be removed. A penalty of $25.00 per day shall be imposed against each applicant for late removal of the signs.

NOTE:

IF THE CITY COUNCIL OR THE ZONING ADMINISTRATOR DETERMINE THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND /OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.

ALL ITEMS SHALL BE COMPLETED AS DETERMINED BY THE ZONING ADMINISTRATOR PRIOR TO APPLICATION BEING DEEMED COMPLETE.

ALL COSTS INCURRED BY THE CITY IN REVIEWING THE PRELIMINAY PLAT (i.e. City Engineer's Review) SHALL BE PAID BEFORE APPLYING FOR FINAL PLAT.

APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.

City of Eagle Applications:

Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.

The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this Comprehensive Plan Amendment application does hereby release and indemnify and hold harmless the City of Eagle from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, central water service, sanitary sewer service, access to public roads and fire protection. "Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."

I hereby attest that I have read and understand the above printed information. _____(initials)

Signature of Applicant _____ Date _____

Printed name of Applicant/Representative_____ Date _____

Signature of receipt by City staff _____ Date _____