



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

