



## ANNEXATION/REZONE

Permit info: \_\_\_\_\_

Application Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

FOR OFFICE USE ONLY

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921 (tel.)  
208.472.2926 (FAX) ▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [planning@gardencityidaho.org](mailto:planning@gardencityidaho.org)

APPLICANT	PROPERTY OWNER
Name: Email: Phone:	Name:

### PROPERTY INFORMATION

Site address: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

Surrounding Zoning: \_\_\_\_\_ Surrounding Uses: \_\_\_\_\_

Is the property proposed to be annexed into Garden City?

YES                      NO

How does the proposed zoning map amendment comply with the applicable provisions of the Comprehensive Plan?

How does the proposed zoning map amendment comply with the regulations outlined for the proposed zoning district?

How does the proposed zoning map amendment affect the public health, safety, and welfare of the community?

Does a zoning map amendment result in an impact upon the delivery of services including, but not limited to, school districts, utilities, fire safety, school districts, etc?

YES                      NO

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If the property is proposed to be annexed, how is such an annexation in the best interest of the City?

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If the property is proposed to be annexed, is the property contiguous to property with Garden City jurisdiction?

YES

NO

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**ALL BLUEPRINTS MUST BE FOLDED INTO 8<sup>1/2</sup>" X 11" SIZE WITH THE TITLE BLOCK/PANEL FACE UP SO AS TO FIT WITHIN A LEGAL SIZE FILE FOLDER.**

**APPLICATION INFORMATION REQUIRED**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

- |   |   |
|---|---|
| <input type="checkbox"/> Planning Submittal Form  | <input type="checkbox"/> Preliminary Title Report |
| <input type="checkbox"/> Fifteen (15) Site Plan   | <input type="checkbox"/> Compliance Statement     |
| <input type="checkbox"/> Statement of Intent  |   |
| <input type="checkbox"/> Fifteen (15) Neighborhood Map  |   |
| <input type="checkbox"/> Fifteen (15) Topographic Survey  |   |
| <input type="checkbox"/> Fifteen (15) Master Plan   |   |
| <input type="checkbox"/> Two (2) Natural Hazard and Resources Analysis                          |   |
| <input type="checkbox"/> Two (2) Dedications and Easements                                      |   |
| <input type="checkbox"/> Affidavit of Legal Interest  |   |
| <input type="checkbox"/> Neighborhood Meeting Verification                                      |   |
| <input type="checkbox"/> Affidavit of Posting and Photos (required 7 days prior to the hearing) |   |
| <input type="checkbox"/> Ability to Serve Letter  |   |

**INFORMATION REQUIRED ON COMPLIANCE STATEMENT (PLEASE CHECK):**

- Statement explaining how the proposed structure(s) is compliant with the standards of review for the proposed application

**INFORMATION FOR STATEMENT OF INTENT(PLEASE CHECK):**

- Should include purpose, scope, and intent of project
- Information concerning noxious uses, noise, vibration, and any other aspects of the use or structure that may impact adjacent properties or the surrounding community

**INFORMATION FOR PRELIMINARY TITLE REPORT (PLEASE CHECK):**

- Document confirming property has been purchased contingent to approvals by city and other agencies
- Document should confirm if there are liens on property and if there are other issues with title
- Document typically generated by lender or title company

**INFORMATION FOR LEGAL DESCRIPTION (PLEASE CHECK):**

- A document legally describing the property.
- Must have Ada County instrument number or county seal inscribed.

**INFORMATION FOR PRE-APPLICATION FORM (PLEASE CHECK):**

- A form signed by the planning official certifying a pre-application conference took place for this application prior to applying. The sign-in sheet of the pre-application conference should also be attached.

**INFORMATION REQUIRED ON NEIGHBORHOOD MAP (PLEASE CHECK):**

- 8 ½" x 11" size minimum
- Location of contiguous lots and lot(s) immediately across from any public or private street, building envelopes and/or existing buildings and structures at a scale not less than one inch equals one hundred feet (1" = 100')
- Impact of the proposed siting on existing buildings, structures, and/or building envelopes

**INFORMATION REQUIRED ON PRELIMINARY SUBDIVISION MAP (PLEASE CHECK):**

- 30" x 42" minimum size
- Scale no less than one inch (1") to one hundred feet (100')
- The names, addresses, and telephone numbers of the planners, engineers, surveyors or other persons who designed the subdivision and prepared the plat
- The legal description of the proposed subdivision, and a topographical map showing the proposed subdivision at a scale of not less than one inch (1") to one hundred feet (100')
- The intended use of the lot such as: residential single-family, duplex, townhouse and multiple housing, commercial, industrial or recreational;
- A proposed building envelope shall be designated and dimensioned on each lot to demonstrate that a building can comply with the required setbacks. This building footprint is not binding on future building on the lot.
- Streets and public rights of way, including proposed street names and dimensions
- Blocks, if any, building envelopes and lot lines as required by subsection 10-4-4F of this Title, showing the dimensions and numbers of each. In addition to providing this information on the plat or supporting addenda, the applicant shall stake the perimeters of each lot and the center of its building envelope sufficiently to permit the Commission to locate the same when inspecting the site of the proposed subdivision
- Contour lines, shown at two foot (2') intervals, reference to an established bench mark, including location and elevation
- Location of any proposed or existing utilities, including, but not limited to, domestic water supply, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culvers, water mains, fire hydrants, and their respective profiles

**INFORMATION REQUIRED ON SITE PLAN(PLEASE CHECK):**

- 24" x 36" size minimum
- Scale not less than 1" = 20'), legend, and north arrow.
- Property boundary, dimensions, setbacks and parcel size.
- Location of the proposed building, improvement, sign, fence or other structure, and the relationship to the platted building envelope and/or building zone
- Building envelope dimensions with the center of the envelope location established in relation to the property lines
- Adjacent public and private street right of way lines
- Total square footage of all proposed structures calculated for each floor. If the application is for an addition or alteration to an existing building or structure, then the new or altered portions shall be clearly indicated on the plans and the square footage of new or altered portion and the existing building shall be included in the calculations
- For uses classified as drive-through, the site plan shall demonstrate safe pedestrian and vehicular access and circulation on the site and between adjacent properties as required in Section 8-2C-13 of Title 8.
- For uses other than a drive-through, the site plan shall demonstrate safe vehicular access as required in 8-4E-4
- Driveways, access to public streets, parking with stalls, loading areas.
- Sidewalks, bike and pedestrian paths.
- Berms, walls, screens, hedges and fencing.
- Location and width of easements, canals, ditches, drainage areas.
- Location, dimensions and type of signs.
- Trash storage and mechanical equipment and screening.
- Parking including noted number of regular, handicap and bike parking as well as dimensions of spaces and drive aisles depicted on plan
- Log depicting square footage of impervious surface, building and landscaping
- Location and height of fences and exterior walls
- Location and dimensions of outdoor storage areas
- Location of utilities and outdoor serviced equipment and areas
- Location of any proposed public art
- Location of any proposed exterior site furniture
- Location of any exterior lighting
- Location of any existing or proposed signage

**INFORMATION REQUIRED ON LANDSCAPE PLAN (PLEASE CHECK):**

- 24" x 36" size minimum
- Scale the same as the site plan.
- Type, size, and location of all existing and proposed plants, trees, and other landscape materials.
- Size, location and species of existing vegetation labeled to remain or to be removed.
- All areas to be covered by automatic irrigation, including location of proposed irrigation lines.
- Cross section through any special features, berms, and retaining walls.
- A plant list of the variety, size, and quantity of all proposed vegetation
- Log of square footage of landscaping materials corresponding to location
- Proposed storm water systems
- Locations and dimensions of open space

**INFORMATION FOR TOPOGRAPHIC SURVEY (PLEASE CHECK):**

- The topographic map is a map of the application site and adjoining parcels prepared by an engineer and/or land surveyor, and at a scale of not less than one inch (1") to twenty feet (20'). If the site has been known to have been altered over time, then the applicant shall provide evidence of the natural topography of the site.

**INFORMATION REQUIRED ON GRADING PLAN (PLEASE CHECK):**

- 11" x 17" size minimum
- Scale not less than one inch equals twenty feet (1" = 20')
- Two foot (2') contours for the entire proposal site
- One foot (1') contours for details, including all planimetric features
- Existing site features, including existing structures, trees, streams, canals, and floodplain hazard areas
- Existing easement and utility locations
- Approximate limiting dimensions, elevations, and finish contours to be achieved by the contemplated grading within the project, showing all proposed cut and fill slopes, drainage channels, and related construction; and finish and spot grade elevations for all wall and fence construction, and paved and recreational surfaces
- Slope and soil stabilization and re-vegetation plan, including identification of areas where existing or natural vegetation will be removed and the proposed method of re-vegetating. Show all areas of disturbance and construction fencing location; re-vegetation is required for all disturbed areas
- Proposed storm water systems

**INFORMATION FOR SOILS REPORT (PLEASE CHECK):**

- Prepared by a licensed engineer
- Report showing the nature, distribution, and strength of existing soil;
- Conclusions and recommendations for grading procedures
- Opinions and recommendations regarding the adequacy of the soil for the proposed development
- The design criteria for any corrective measures which are recommended

**INFORMATION FOR NATURAL HAZARD AND RESOURCES ANALYSIS (PLEASE CHECK):**

- Prepared by a licensed engineer
- The natural hazards and resources analysis shall provide an inventory and recommendation regarding natural conditions existing on the site.
- The analysis shall include: significant natural resources existing on the site shall be identified including vegetation; fish and wildlife habitat; and water, including streams and riparian zones. A plan for preservation and/or mitigation of significant resources should be prepared by a qualified professional.
- For subdivisions within a floodplain: Detailed information on the nature, source, and extent of the hazard and the proposed actions to minimize or eliminate danger to public health, safety or property. The analysis shall include the following information:
  - a. The location of existing water channels and drainage ways, floodway, flood plain and base flood elevation
  - b. The location of all planned improvements including dams, dikes, and similar structures
  - c. All planned diversions, alterations or rerouting of channels and drainage ways.

**INFORMATION REQUIRED ON MASTER PLAN (PLEASE CHECK):**

- The master plan is a plan that includes narrative information and illustrations about the proposal
- The required narrative information shall be as follows:
  - a. Description of the vision for the Master Plan area, including design guidelines, land uses and phasing of development
  - b. A range of square footage, density, site coverage, and locational distribution of land uses;
  - c. Description of a circulation plan for autos, bicycles, transit, and pedestrians within the site and to other off site systems including the Boise River Greenbelt and other waterways
  - d. Description of the amenities within the site including both natural and manmade
  - e. Description of the general mass, scale, and character of the buildings
  - f. Summary of general public facility requirements to serve the development; and
  - g. Proposal for incorporation of existing structures in future development plans
- The required illustrative plans shall be as follows:
  - a. A map showing property dimensions and legal description
  - b. A map showing existing and proposed building footprints
  - c. A map showing the circulation system including streets, alleys, parking, pedestrian walkways and linkages both within and outside the district.
  - d. A diagram showing development parcels, maximum unit densities, site ingress and egress, and relationship of development to public amenities, public facilities, and/or open site areas
  - e. A section showing the relationship of the buildings, public spaces and the street edge to adjacent properties

**INFORMATION FOR DEDICATIONS AND EASEMENTS (PLEASE CHECK):**

- The statement of intent for dedications and/or easements shall include the location, size, dimensions, and purpose.

**INFORMATION FOR COVENANTS AND DEED RESTRICTIONS (PLEASE CHECK):**

- The draft of any proposed covenants and deed restrictions to be recorded with the plat or plat amendment.

**INFORMATION FOR WILL SERVE LETTER(PLEASE CHECK):**

- A document from the City Engineer certifying that a property has adequate access to city services.

**INFORMATION FOR NEIGHBORHOOD MEETING VERIFICATION (PLEASE CHECK):**

- Copy of notice sent to property owners within 300' of an applicable property
- List of notice recipients with names and addresses
- Sign-up sheet from meeting

**INFORMATION FOR AFFIDAVIT OF LEGAL INTEREST (PLEASE CHECK):**

- A signed affidavit indicating legal interest in a property and application

**INFORMATION FOR AFFIDAVIT OF PROPERTY POSTING AND PHOTOS(PLEASE CHECK):**

- A signed affidavit affirming that the required sign has been posting on the property ten days before the hearing
- Photos (digital or print) of posted sign

**INFORMATION REQUIRED FOR IRRIGATION/DITCH INFORMATION FORM (PLEASE CHECK):**

- Required if irrigation canal/irrigation ditch runs through property or along property lines

**INFORMATION REQUIRED MASTER SIGN PLAN (PLEASE CHECK):**

- Required for commercial or mixed-use developments of two or more buildings
- Location, elevations, and materials of proposed signage