

# CITY OF CLARK FORK

## COMPREHENSIVE PLAN CHANGE APPLICATION PROCEDURES

1. Schedule preliminary meeting with the City Staff to review plans.
2. Obtain and complete a Comprehensive Plan Change Application.
3. Provide the following with the completed application.
  1. **Copy of Title Report**: Provide a copy of the title report for the site of the proposed project.
  2. **Address Labels**: Provide two sets of names and addresses, printed on self-adhesive mailing labels, of the applicant, project surveyor/engineer, landowner and all owners of real property, any part of which is located within 300 feet of the exterior boundaries of the subject property.
  3. **Radius Map**: Provide a radius map depicting a three hundred foot (300') radius around the perimeter of the subject parcel, identifying all parcels subject to notice.
  4. **Application Fee and Deposit**: The application fee for a Comprehensive Plan Amendment is \$1000.00. If a previously approved application must be heard again due to an omission on the address labels or misinformation provided by the applicant, a fee of \$150.00 will be assessed.
  5. **Map & Pictures**: The applicant must provide a (1) 8-1/2" X 11" size map of the area to be affected by Comprehensive Plan Change along with at least two (2) digital or hard copy pictures taken at least two different angles/ views of the area.
  6. **Written approval from Affected Agencies**: Written approval from the agencies indicated below must accompany this application in order to be considered by the City Council.

- |   |  |
|---|--|
| <input type="checkbox"/> Idaho Department of Transportation   | <input type="checkbox"/> Panhandle Health District         |
| <input type="checkbox"/> Idaho Dept. Of Environmental Quality | <input type="checkbox"/> Lake Pend Oreille School District |
| <input type="checkbox"/> Idaho Dept of Lands                  | <input type="checkbox"/> U.S. Army Corps of Engineers      |
| <input type="checkbox"/> Idaho Dept of Fish & Game            | <input type="checkbox"/> U.S. Forest Service               |
| <input type="checkbox"/> Idaho Dept. of Water Resources       | <input type="checkbox"/> U.S. Fish & Wildlife              |
|   | <input type="checkbox"/> Other_____                        |

7. **Project Narrative**: A narrative statement must be submitted with any Comprehensive Plan Application, demonstrating in what ways the request conforms to the goals and policies listed in the Clark Fork Comprehensive Plan. A copy of the Comprehensive Plan is available at the Clark Fork City Hall. Each of the following sections should be addressed:

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Community Design | <input type="checkbox"/> Economics |
|---|------------------------------------|

Special Areas & Sites

Land Use

Natural

Hazardous Areas

Recreation

Transportation

Population

Public Service Facilities & Utilities

Housing

If the proposal does not conform to the goals and policies listed in the Comprehensive Plan, the reasons why should be stated in the narrative.

The City Staff may request additional information in specific circumstances in order to assist the City Council in reviewing the request.

The date of the City Council hearing will be established by the City Council upon the acceptance of the complete application. An application will be considered **complete** when all of the requested information has been submitted.

# CITY OF CLARK FORK

## Comprehensive Plan Change

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

### **Applicant Information**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Applicant Representative Information:**

Business Name: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Project Information**

Legal Description of Site: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Subdivision Addition \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Size of Parcel: \_\_\_\_\_

Current Comprehensive Plan Designation:

Small Lot Residential       Large Lot Residential       Mixed Use

Current Zoning:

HC       NC       LI       SFR

Proposed Comprehensive Plan Designation:

Small Lot Residential       Large Lot Residential       Mixed Use

Proposed Land Use:

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What land uses border the site? Describe lot sizes, structures and uses:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

What zones border the site?

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

What Comprehensive Plan designations border the site?

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

**Site Information**

Provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.:

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2. Water courses (springs, streams, rivers, etc.):

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3. Existing structures (size &. use):

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4. Land cover (timber, pasture, etc.):

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5. Other pertinent information:

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**Effects of Proposed Comprehensive Plan Change**

1. How will the proposed Comprehensive Plan Change affect such elements as noise, light glare, odors, fumes and vibrations on adjoining property?

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2. How will the proposed Comprehensive Plan Change be compatible with adjoining land uses?

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3. Why is the proposed Comprehensive Plan Change compatible with the environmental characteristics, both physical and social, of the site and surrounding property?

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4. What extensions of water or sewer lines, roads or other public or private services would be necessary if this Comprehensive Plan Change were approved?

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The City Staff reserves the right to not officially accept this application until all of the above required information is submitted. The date of the City Council hearing will be established by the City Council upon the acceptance of a complete application.

I am the sole owner of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date