

# CITY OF CLARK FORK

## ZONE CHANGE APPLICATION PROCEDURES

1. Schedule preliminary meeting with the City Staff to review plans.
2. Obtain and complete a Zone Change Application.
3. Provide the following with the completed application:
  - Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
  - 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.
  - 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.
  - Application Fee and Deposit:** The application fee for a Zone Change Application is \$900.00. 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.
  - Maps & Pictures:** The applicant must provide one (1) 8-1/2 by 11 size map of the area to be rezoned along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the area.
  - Site Plan:** When applicable, include six (6) copies of a site plan for the proposal (suggested scale is 1" = 100') including, but not limited to, location and dimensions of the following:

### **Site Plan Requirements for Proposed Commercial Uses**

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|----------------------------------|--|
| 1. All building setbacks         | 9. Landscape Plan                          |
| 2. Road Frontage                 | 10. Signs                                  |
| 3. Curb Cuts                     | 11. Exterior Lighting                      |
| 4. Traffic Circulation Patterns  | 12. Utility or Other Easements             |
| 5. Loading and service areas     | 13. Drainage patterns                      |
| 6. Customer and Employee Parking | 14. Impervious surfaces                    |
| 7. Sidewalks                     | 15. Lot size and total building floor area |
| 8. Snow removal and storage plan |  |

### **Site Plan Requirements for Proposed Residential Uses**

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|-------------------------------|---|
| 1. All building setbacks      | 6. Landscape Plan                         |
| 2. Road Frontage              | 7. Drainage patterns                      |
| 3. Curb Cuts                  | 8. Impervious surfaces                    |
| 4. Utility or Other Easements | 9. Lot size and total building floor area |
| 5. Sidewalks                  |   |

**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:

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|--|--|
| <input type="checkbox"/> Idaho Department of Transportation      | <input type="checkbox"/> Panhandle Health District         |
| <input type="checkbox"/> U.S. Army Corps of Engineers            | <input type="checkbox"/> Lake Pend Oreille School District |
| <input type="checkbox"/> Idaho Division of Environmental Quality | <input type="checkbox"/> U.S. Army Corps of Engineers      |
| <input type="checkbox"/> Idaho State Historical Society          | <input type="checkbox"/> U.S. Forest Service               |
| <input type="checkbox"/> Idaho Department of Fish and Game       | <input type="checkbox"/> U.S. Fish and Wildlife            |
|  | <input type="checkbox"/> Other _____                       |

**Project Narrative:** A narrative statement must be submitted with any Zone Change 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 Office. Each of the following sections should be addressed:

- |                            |  |
|----------------------------|--|
| 1. Community Design        | 7. Economics                                 |
| 2. Special Areas and Sites | 8. Land Use                                  |
| 3. Natural Resources       | 9. Hazardous Areas                           |
| 4. Recreation              | 10. Transportation                           |
| 5. Population              | 11. Public Services Facilities and Utilities |
| 6. 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 this request.

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

# City of Clark Fork

## Zone Change Application

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 Zoning:

HC     NC     LI     SFR

Proposed Land Use:

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

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 Zone Change**

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

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- 2. How will the proposed Zone Change be compatible with adjoining land uses?

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- 3. Why is the proposed Zone 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 Zone Change were approved?

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