



Planning & Zoning Department

Annexation/Zoning Checklist

Nonrefundable Fee: **\$600.00** (1 acre or less) or **\$950.00** (more than 1 acre)

Staff Use Only

Project Name: _____

File Number: _____ Received date: _____

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the *Apply for a Planning Permit* link.

✓	Description
	Date of Pre-App Meeting/Discussion (<i>expires in 6 months</i>): ____/____/____ Attach Planning notes provided by a City Planner during this meeting/discussion.
	A recorded warranty deed for the property OR Proof of Option OR Earnest Money Agreement
	A sketch drawing of the site & any adjacent property affected, showing all existing & proposed locations of streets, easements, property lines, uses structures, driveways, pedestrian walks, off-street parking & off-street loading facilities and landscaped areas, preliminary or final building plans & building elevations, together with any other information considered pertinent to the determination of this matter.
	Signed & Notarized Affidavit of Legal Interest. Form <u>must</u> be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
	Two legal descriptions of the property (please provide both): • A professional land surveyor-or engineer-verified <u>original legal description</u> of the property • A typed-up, Microsoft Word-formatted version of the legal description of the property.
	Narrative fully describing the reason for the proposed annexation and any proposed plans for the use of the subject property.
	Provide Proof of Neighborhood Meeting (if required by Nampa City Code) • A copy of the mailed letter/notice • A copy of the sign-in sheet
	Associated fees
	Master Application form
	Annexation Checklist (this document)
	IF the project includes changes to facilities (irrigation, waterways, roadways, etc.), provide documentation of preliminary approval from the agency with jurisdiction.

NOTICE TO APPLICANT

This application will be referred to the Nampa Planning Commission for a recommendation on the requested zoning. The Planning Commission shall hold a public hearing and will then make its recommendation to the City Council. The City Council will then hold a second public hearing. Notice of the public hearings must be published in the Idaho Press-Tribune 15 days prior to said hearings. Notice shall also be posted on the premises of the subject property not less than 1 week prior to the hearings. Notices will also be mailed to property owners or purchasers of record within 300 feet of the subject property. You will be given notice of the public hearings and should be present to answer any questions.



City of Nampa

PLANNING and ZONING DEPARTMENT
500 12th Ave S. NAMPA, IDAHO 83651

OFFICE (208) 468-4430

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
:SS
COUNTY OF _____)

- A. I, _____ (Owner's name), whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.
- B. I grant my permission to _____ (representative/applicant's name), whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.
- C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, _____.

Owner's
Signature

SUBSCRIBED AND SWORN to before me the _____ day of _____, _____.

Notary Public for Idaho
Commission Expires: _____



Planning & Zoning Department

Master Application

Staff Use Only

Project Name: _____

File Number: _____

Related Applications: _____

Type of Application

- | | |
|--|--|
| ☐ Accessory Structure | ☐ Legal Nonconforming Use |
| ☐ Annexation/Pre-Annexation
(This will include a zone designation) | ☐ Planned Unit Development/MPC |
| ☐ Appeal | ☐ Subdivision |
| ☐ Design Review | ☐ Short |
| ☐ Comprehensive Plan Amendment | ☐ Preliminary |
| ☐ Conditional Use Permit | ☐ Final |
| ☐ Multi-Family Housing | ☐ Condo |
| ☐ Development Agreement | ☐ Temporary Use Permit |
| ☐ Modification | ☐ Fireworks Stand |
| ☐ Home Occupation | ☐ Vacation |
| ☐ Daycare (# of children _____) | ☐ Variance |
| ☐ Kennel License | ☐ Staff Level |
| ☐ Commercial | ☐ Zoning Map/Ordinance Amendment (Rezone)
(Not needed for an annexation) |
| ☐ Mobile Home Park | ☐ Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant name: _____ Phone: _____

Applicant address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: ☐ Own ☐ Rent ☐ Other: _____

Owner name: _____ Phone: _____

Owner address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor name (e.g., engineer, planner, architect): _____

Firm name: _____ Phone: _____

Contractor address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Project/Subdivision name: _____

Description of proposed project/request: _____

Proposed zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Total common area		
Internal roadways	Provide acres only	
Frontage ROW to be dedicated	Provide acres only, if applicable	
Total		

Development Project Information (if applicable)

Minimum residential lot size (s.f.): _____ Maximum residential lot size (s.f.): _____

Gross density: _____ (# of lots divided by gross plat/parcel area)

Subdivision qualified open space: _____ % of gross area _____ acres

Type of dwelling proposed: ☐ Single-family detached ☐ Single-family attached (townhouse)☐ Duplex ☐ Multi-family ☐ Condo ☐ Other: _____**Commercial / Industrial / Multi-Family Project Information (if applicable)**

Min. sq. feet of structure: _____ Max building height: _____ Gross floor area: _____

Proposed number of residential (multi-family) units: _____

Total number of parking spaces provided : _____

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____

Next steps after Planning & Zoning Commission approval of an Annexation and Zoning request:

**Moving forward with the following items required for recording
prior to your City Council Hearing will speed up the process!**

1. **IF** Planning & Zoning Commission approves the application, it then goes before City Council.
2. **IF** Council approves the annexation and zoning after a public hearing:
 - a. Council reads the ordinance for the annexation and zoning (usually done in one meeting with a waiver for reading it three separate times/meetings, as required by law). ***This could be done the same night of the public hearing approval IF the following are completed before the meeting:***
 - b. You provide a correct legal description **EARLY** in **WORD** format for the following:
 - i. The entire parcel being considered for annexation and zoning (usually already submitted with application).
 - ii. The ROW dedication area.
 - iii. The newly created parcel(s) without the proposed ROW (right-of-way) dedication area.
 - c. Dedication of right-of-way (work with Engineering to get the template) has been completed and signed by you. Engineering will not record the dedication until Council has adopted the annexation ordinance.
 - d. Any conditions required by P&Z Commission – such as addressing existing violations identified in the public hearing process like weeds or debris on the property, have been completed.
 - e. Any other documentation required by the P&Z Commission or staff during the P&Z Commission public hearing process has been provided.
3. **IF** City Council adds any conditions to the approval, the Ordinance will not be able to be read that evening and will go to Council for reading once those conditions are met.
4. After the ordinance is read by Council, it will be published in the Newspaper 8 days later.
5. After it is published in the paper, it is sent to the County for recording and becomes official when the County records it.
6. **You are then able to pull permits for construction on the property.**

Keep in mind there is always a risk that City Council may deny your request; however, having all these items in place will ensure you can start on your project at the earliest possible time.



Planning & Zoning Public Hearing Process

