



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6184 FAX (208)234-6586

Planning & Zoning Public Hearing: _____
City Council Public Hearing: _____

*Dates for public hearing or Council consideration will not
be scheduled until plan design review approval has been received.*

APPLICATION FOR NEIGHBORHOOD REFINEMENT PLAN

Filing Fee: \$672.00 + \$1.50 per required notice (2 mailings required) = _____ Receipt #: _____
Date: _____

Applicant:

Representative:

Name/Firm

Name/Firm

Mailing address

Mailing address

Phone work/cell/home)

Phone (work/cell/home)

Project Information:

Zoning Designation(s): _____

Land Use Designation(s): _____

Site Location: _____

Legal Description (attach documentation—see C, below): _____

THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION TO BE COMPLETE

Complete applications for a planned unit development permit must be submitted to the Planning and Development Services Department by the established deadlines with the requested information.

- A. All necessary filing fees and other specified plans and descriptions must be paid and/or filed accompanying your application.
- B. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.
- C. The complete and accurate legal description for the subject property shall be submitted. This can be obtained from the Bannock County Assessor by requesting a copy of the controlling document for the subject site or address. A copy of this document shall be submitted with this application.
- D. **Two sets of typed**, gummed mailing labels with all of the names and addresses of the property owners within a 300 foot radius of the subject property. A charge of \$1.50 per required notice will be assessed (two notices will be sent). A signed Affidavit of Mailing List must also be submitted (attached).
- E. A narrative that describes in detail the proposed neighborhood refinement plan and specifically addresses how the proposed development meets the criteria for review found in Section 17.02.160(D) of the Zoning Ordinance and

how the proposal is consistent with the goals and objectives of the City's Comprehensive Plan, with particular attention to the environment in which it is to be placed.

- F. Thirteen (13) copies of a site plan, drawn to scale, and an 8 ½" x 11' reduction which contains the following information:
1. Location of arterial and collector streets;
 2. Location of trunk lines for utilities;
 3. Proposed open space and percentage of overall site open space;
 4. Proposed park sites;
 5. Proposed public facilities, if any;
 6. Location and arrangement of proposed land uses such as single family homes, townhouses, apartments, commercial centers and offices;
- G. Any other information requested by the P&Z or P&DS staff deemed pertinent to the review of the refinement plan.
- H. If a representative will be submitting the application, an affidavit, power of attorney, or other document evidencing the right of the representative to appear and submit items on behalf of the property owner.

The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this land use permit does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.

This application shall not be considered complete (nor will a hearing be scheduled) until all required information has been submitted and verified.

I hereby acknowledge that I have read this application and state that the above information, including all submitted materials, is correct and I agree to the above terms and conditions. I further agree to abide by any and all conditions the City Council may impose on my use of this site. I also understand that non-conformance with these conditions in a timely manner will result in automatic forfeiture of my permit. I am also aware that the applicant or a representative must be present at the public hearing and that the decision on this request will be recorded in the official records of Bannock County.

Any Neighborhood Refinement Plan that includes a subdivision of land shall comply with all standards set forth by the Subdivision Ordinance of the City. Subdivision of land may not proceed until a proposed Neighborhood Refinement Plan has been approved. The signature of the applicant is to verify the accuracy of the materials submitted with this application.

Signature of Applicant: _____

*** A sign giving public notice will be posted at the proposed site during the course of these proceedings.**



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AFFIDAVIT OF MAILING LIST

1. The undersigned is the applicant, agent, engineer, or surveyor representing the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners of record located within 300 feet of the boundaries of the project site and \$3.00 fee per label. The list shall be based on the most current equalized assessment rolls of County of Bannock. This list and fee will be used to send two (2) notices of public hearings required to process the application.
3. This is to certify that the persons named, together with their addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and addresses are set forth on the latest equalized assessment rolls of the County of Bannock.
4. The foregoing is true under penalty of perjury.

Date: _____

Signature

Name (please print)

Mailing Address

PRESENTING YOUR INFORMATION TO THE P & Z COMMISSION

A FEW POINTERS TO HELP YOU MAKE YOUR CASE...

The Planning and Zoning Commission, or P & Z Commission, is a citizen advisory board to the City Council. The P & Z Commission is charged with making reviews and recommendations in matters of community planning and the use of public and private land, including requests on many different land use issues such as subdivisions, rezoning of property, annexation of land into the City, and planned unit developments. In analyzing these requests, the P & Z Commission considers a variety of issues ranging from the physical layout of a proposed development, to landscaping, drainage retention, parking, etc. The P & Z Commission also considers the impact of the proposed use on surrounding lands and land uses.

You were required to submit plans and drawings as part of your application which detailed the various aspects of your proposal, its layout, and its impacts, if any, on adjoining lands. While the P & Z Commission receives copies of this information, the following items may help you present your application in the most favorable light, as well as assisting the P & Z Commission in making the best possible recommendation to the City Council.

1. Color renderings of any and all of your site drawings/plans. Where architectural compatibility is an issue, the color and construction samples may be required (e.g., for planned unit developments). Large plans (18" X 24" at least) for display, as well as smaller (8 ½" X 11") for each Commission member would be helpful.
2. Map(s) of your project site that include the surrounding area. Large maps (18" X 24" at least) for display, as well as smaller 8 ½" X 11") for each Commission member would be helpful.
3. Overhead projections of selected items or ideas.
4. Photographs of the site and surrounding area.

Some audio/visual equipment is available to assist you in your presentation to the Commission. Contact the Planning and Zoning Department at least 24 hours prior to the hearing/meeting for assistance with this or other items.

Please note that for presentations in a public hearing, all material displayed or used during the presentation become part of the public record and are retained by the City. Also, applicants planning to utilize an attorney during their presentation before the Planning and Zoning Commission are requested to notify the City of that fact in advance of the meeting.

Regular meetings of the P & Z Commission are open to the public and are taped live on the City's public access channel. Because of this, when you are addressing the Commission, you should:

1. Speak directly into the microphone.
2. Do not engage in conversation with the public. Address the Commission only.
3. Adhere to all protocols which have been or may be established by the P & Z Commission in their efforts to manage the meeting.