City of Rathdrum
Planning & Zoning Department
8047 W Main St #2
Rathdrum, ID 83858-6476

Zone Change Application

Applicant's Name:_____Phone: _____

Address: _____

Legal Owner's Name: _____ Phone: _____

Address: _____

Contact Person's Name: _____ Phone: _____

Address: _____

Street Address of Property: _____

Lot #:___ Block #: __ Subdivision_____, Parcel #_____

Current Zoning : _____ Proposed Zoning : _____

Current Land Use: _____

Attach the following information:

1. Written authorization from the property owner to process the application.
2. Title report providing legal description and current ownership.
3. Vicinity map showing location of the property, the local street network, the zoning of adjacent properties and current land use activities on all adjacent properties.
4. Statement describing; a) the availability of public facilities,
   b) how the proposed zone change conforms to Rathdrum's Comprehensive Plan, and
   c) how the proposed zone change is compatible with adjacent zoning and land use.
5. Attach a listing and three sets of mailing labels, with the property owners' names and addresses, of property owners within a 300 foot radius of the property as provided by a licensed Kootenai County title company and issued within the past 60 days. (Include your own address and others whom you wish to receive hearing notices).
6. Other information as requested by the Planning Administrator.

(If Section 11-10-3: "Conditional Zoning and Development Agreements" applies, attach supplementary application form with attachments)

Attach the $**1,170.00** processing fee made payable to the City of Rathdrum.
(Any extraordinary fees incurred during processing of the application will be billed directly to applicant.)

X_____ _____
Applicant's Signature Date

City of Rathdrum
Zone Change Application Process

Please refer to current fee schedule.

CHAPTER 10
ZONE CHANGES AND CODE AMENDMENTS

(The following flow chart outlines the application process for a zone change. Please refer to Title 11 Chapter 10 of the Zoning Code to ensure all steps are properly followed.)

Start Process

•Make appointment with Planning & Zoning Administrator to discuss proposal in context of compliance with Rathdrum City ordinances and comprehensive plan.

•P&Z Administrator discusses proposal with staff and advises applicant

Typically 20-60 days

•Applicant submits application, plans & pays filing fee

Review Process

•Planning & Zoning Administrator reviews proposal
•When application is found to be complete, the process continues
•If application is found to be incomplete, the applicant is notified with a request for additional information

Approval Process

•Proposal is placed on next available P&Z agenda for public hearing
•At least 15 days prior to public hearing, notice is published in newspaper
•At least 10 days prior to public hearing, notice is mailed to surrounding property owners
•At least 7 days prior to public hearing, property is posted
•Commission disapproves or approves and sends forward

Typically 60-90 days

Completion Process

•P&Z places on next City Council meeting and presents findings and recommendations
•Council may deny, approve or conditionally approve
•City Clerk provides applicant written notice of decision within 10 days following decision by Council

Typically 10 days

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