



MINI-MEETING APPLICATION

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Project #: _____

REQUIRED SUBMITTALS

Application Fee: \$ 350.00

A **COMPLETE APPLICATION** is required at for submittal <http://cdaid.org/1105/departments/planning/application-forms>.

- ☐ **Application Fee**
- ☐ **Project Site Plan**
- ☐ **Proposed Building Floor Plan(s) and Elevations**
- ☐ **A report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property. The report(s) shall be a full Title Report and include the Listing Packet.
- ☐ **A written narrative:** Including zoning, how proposal relates to the 2007 Comprehensive Plan Category, Neighborhood Area, applicable Special Areas and appropriate Goals and Policies, and how they support your request.
- ☐ **Record of Survey:** showing bearings/distances for the exterior boundaries including any linkages needed for contiguity. The existing city limits, the proposed city limits, city limits of nearby cities, when appropriate and a narrative description of the property boundaries taken for the Record of Survey.

APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:
APPLICANT OR CONSULTANT:		STATUS: ENGINEER OTHER
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

FILING CAPACITY

- ☐ Recorded property owner as to of _____
- ☐ Purchasing (under contract) as of _____
- ☐ The Lessee/Renter as of _____
- ☐ Authorized agent of any of the foregoing, duly authorized in writing. *(Written authorization must be attached)*

SITE INFORMATION:

PROPERTY LOCATION OR ADDRESS OF PROPERTY:

EXISTING ZONING (CHECK ALL THAT APPLY): NA ☐

R-1 ☐ R-3 ☐ R-5 ☐ R-8 ☐ R-12 ☐ R-17 ☐ MH-8 ☐ NC ☐ C-17 ☐ C-17 ☐ DC ☐ LM ☐ M ☐ CC ☐

PROPOSED CITY ZONING (CHECK ALL THAT APPLY):

R-1 ☐ R-3 ☐ R-5 ☐ R-8 ☐ R-12 ☐ R-17 ☐ MH-8 ☐ NC ☐ C-17 ☐ C-17L ☐ DC ☐ LM ☐ M ☐ CC ☐

TAX PARCEL #:

EXISTING ZONING:

ADJACENT ZONING:

GROSS AREA/ACRES:

CURRENT LAND USE:

ADJACENT LAND USE:

DESCRIPTION OF PROJECT/REASON FOR REQUEST: