



PRE-ANNEXATION MEETING APPLICATION

STAFF USE ONLY

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

REQUIRED SUBMITTALS**Application Fee: \$ 750.00**
Follow-up meeting: \$ 300.00

- ☐ **Completed application form**
- ☐ **A written narrative:** Explaining the requested annexation, existing and requested zoning, how proposal relates to the Comprehensive Plan and how the appropriate Goals and Policies support your request, description of available public facilities, proposed use(s) including a general description of number of units/lots, total square footage of commercial uses, densities and intensities, phasing plans/map and timing of project from start to buildout, compatibility with surrounding areas, and how the proposed annexation would benefit the City and be considered orderly development.
- ☐ **A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, relationship to city boundaries, public facilities, etc.
- ☐ **A conceptual plan (*recommended*):** If project will be a master planned community, please consider submitting a conceptual plan for review.

DEADLINE FOR SUBMITTALS

Meetings are generally on Tuesdays. A complete application must be submitted two weeks before the item will be discussed with staff. Please submit the items listed above so that an administrative meeting can be scheduled with the various city departments involved in reviewing development requests.

APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
APPLICANT OR CONSULTANT:		PROF. ROLE:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

SITE INFORMATION:

ADDRESS OF PROPERTY OR LEGAL DESCRIPTION:		
EXISTING ZONING (CHECK ALL THAT APPLY): <i>Ag. Zone</i> ☐ <i>AS</i> ☐ <i>RR</i> ☐ <i>C</i> ☐ <i>LI</i> ☐ <i>I</i> ☐ <i>M</i> ☐ <i>R</i> ☐ <i>HDR</i> ☐		
REQUESTED CITY ZONING (CHECK ALL THAT APPLY): <i>R-1</i> ☐ <i>R-3</i> ☐ <i>R-5</i> ☐ <i>R-8</i> ☐ <i>R-12</i> ☐ <i>R-17</i> ☐ <i>MH-8</i> ☐ <i>NC</i> ☐ <i>C-17</i> ☐ <i>C-17L</i> ☐ <i>CC</i> ☐ <i>DC</i> ☐ <i>LM</i> ☐ <i>M</i> ☐ <i>NW</i> ☐		
TAX PARCEL #:	EXISTING ZONING:	ADJACENT ZONING:
GROSS AREA/ACRES:	CURRENT LAND USE:	ADJACENT LAND USES:

COMPREHENSIVE PLAN DESIGNATIONS:

PROPERTY NOT CURRENTLY LOCATED WITHIN THE CITY PLANNING AREA MUST RECEIVE A 2022-2042 COMPREHENSIVE PLAN DESIGNATION ALONG WITH THE NEW ZONING CLASSIFICATION.
CITY COMPREHENSIVE PLAN CATEGORY (PAGE 43):
NEIGHBORHOOD AREA (PAGES 44-53):
SPECIAL AREAS (PAGES 61-68)

Note: The 2022-2042 Comprehensive Plan is available online

https://www.cdavid.org/files/Planning/2042CompPlan/Coeur%20d'Alene_2042CompPlan.pdf

APPLICANT SIGNATURE(S):

I (We) understand that the pre-annexation meeting with city staff does not guarantee approval of a future annexation request. We certify that we have provided accurate information and knows the contents thereof to be true to his/her knowledge.

DATED THIS _____ DAY OF _____ 20____

Signatures:

