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## IMPORTANT NOTICE

### ATTN: ALL PERMIT APPLICATIONS

- The submission deadline for ALL applications (other than Final Plats, Variances, and Vacations) **is before 12:00 noon on the 15<sup>th</sup> of every month.** (Or the working day prior to that if the 15<sup>th</sup> falls on a weekend or holiday). Applications must be submitted to the Planning & Zoning Department located at 132 Main Street North, Kimberly, Idaho. **NO EXCEPTIONS WILL BE MADE.**
- The Planning & Zoning Commission has a set a **limit of three (3)** new public hearings at each monthly meeting (unless an unforeseen circumstance arises). Therefore, the first three (3) applications determined to be complete upon the submission deadline will be placed on the next available Planning & Zoning Commission agenda (typically six (6) to eight (8) weeks from submission to first hearing).
- Incomplete applications will be returned to the applicant and will not be processed until all required application elements are completed.
- Applicants are encouraged to arrange for a pre-application meeting with a Planner at least ten (10) business days **BEFORE** the submission deadline to address any concerns or questions regarding the project. All Preliminary Plat applications are required to have a pre-application meeting. A meeting request form is available at the Planning & Zoning office.



CITY OF KIMBERLY  
Planning & Zoning Department  
132 Main Street North, Kimberly Idaho 83341  
(208) 423-4151 Phone / (208) 423-4297 Fax  
[www.cityofkimberly.org](http://www.cityofkimberly.org)

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## **REZONE APPLICATION**

PROPOSED NAME OF PROJECT/SUBDIVISION: \_\_\_\_\_

ADDRESS, GENERAL LOCATION OF SITE: \_\_\_\_\_

TYPE (RESIDENTIAL, INDUSTRIAL, COMMERCIAL): \_\_\_\_\_

ACRES OF LAND IN PROPOSED IN REZONE: \_\_\_\_\_

PRESENT LAND USE: \_\_\_\_\_

PRESENT ZONING DISTRICT: \_\_\_\_\_ PROPOSED ZONING DISTRICT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ENGINEER, SURVEYOR, PLANNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

OWNER (S) OF RECORD\*: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\*NOTE: If there is a sale pending on this property, please list buyer name, address & closing date: \_\_\_\_\_

I have read the information contained herein and certify the information is true and correct

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## CONTENTS OF REZONE APPLICATION

*(Incomplete applications will not be processed)*

*The owner of the property for which such rezone is processed shall file an application for rezone with the Planning & Zoning Administrator. The application shall contain the following information:*

1. Completed and signed Application Form.
2. Proof of title of said owner (recorded warranty deed).
3. Notarized consent from titled owner of property. (If owner is a corporation, provide a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized representative).
4. Legal description (including metes & bounds) and map of subject property, including half of all adjoining rights-of-way, railroads, roadways, highways which is signed and stamped by a land surveyor registered in the State of Idaho. Map shall reflect the boundaries as described in the legal description, including all descriptive call outs.
5. A statement describing the characteristics of subject property, which makes the zoning amendment property desirable.
6. A statement outlining the necessity or desirability of development pertaining to the zoning amendment, and its harmony with adjacent development.
7. A statement of how the proposed zoning amendment relates to the City of Kimberly Comprehensive Plan (please cite policy numbers).
8. Seventeen (17) maps at scale of one inch equals one hundred feet (1" = 100') of the property concerning the zoning amendment.
9. Seventeen (17) copies of vicinity map at a scale of one inch equals three hundred feet (1" = 300'). This can be obtained from the County Assessor's Office upon request. You may use a computer-generated map off the Internet.
10. A list of the mailing address of all property owners with in three hundred feet (300') of the external boundaries of the land being considered. This list a **must** be obtained from the County Assessors Office. The addresses shall be submitted to the Zoning Administrator on two sets of address labels.
11. A fee established by the Council: \$ \_\_\_\_\_

City of Kimberly  
**ZONING**  
 Application Checklist  
 (Incomplete application will not be processed)

Applicant: \_\_\_\_\_ Submittal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project: \_\_\_\_\_

Application Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hearing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**For Office use only.**

- |   |   |   |
|---|---|---|
| 1. Completed and signed Zoning Application.   | Y | N |
| 2. Warranty Deed.   | Y | N |
| 3. Notarized consent of titled property owner(s).   | Y | N |
| 4. Legal description (including metes & bounds) & map.  | Y | N |
| 5. A statement describing the characteristics which make Zoning Amendment desirable to the City.  | Y | N |
| 6. A statement outlining the necessity of desirability of development pertaining to the Zoning Amendment and harmony with adjacent development. | Y | N |
| 7. A statement of how the proposed Zoning Amendment relates to the City of Kimberly Comprehensive Plan – cite policy numbers.                   | Y | N |
| 8. Seventeen (17) maps at a scale of 1" = 100' of property  | Y | N |
| 9. Seventeen (17) copies of vicinity map 1" = 300'  | Y | N |
| 10. Mailing list of 300' <u>on labels (two sets)</u>  | Y | N |
| 11. Fee: \$_____  | Y | N |

**NOTE:**

**IF THE CITY COUNCIL OR THE ZONING ADMINISTRATOR DETERMINES THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND/OR IF ANY OTHER UNFORSEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR THE PROCESSING MAY BE RESCHEDULED BY THE CITY.**

**APPLICANT/REPRESENTATIVE MUST ATTEND THE MEETINGS.**

The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this application does hereby release and indemnify and hold harmless the City of Kimberly from any and all claims, costs, etc., from any individual or organization regarding the acquisition of services that are not affiliated with the City, including but not limited to, water/sewer service and fire protection.

Signature of Applicant/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

City staff comments: \_\_\_\_\_

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Signature of receipt by City Staff: \_\_\_\_\_

Date: \_\_\_\_\_

**LARGE SCALE DEVELOPMENT SUBDIVISION:**

Due to the impact that a large-scale development would have on public utilities and services, the developer shall submit the following information along with the preliminary plat:

1. Identification of all public services that would be provided to the development such as fire protection, police protection, central water, central sewer, road construction, parks and open space, recreation, maintenance, schools, and solid waste collection.
2. Estimate of the public services costs to provide adequate service to the development.
3. Estimate of the tax revenue that will be generated from the development.
4. Suggest public means of financing the services for the development if the cost for the public services would not be offset by tax revenue received from the development.
5. Storm drainage.