



City of Twin Falls Non-Conforming Building Expansion Waiver Application

P.O. Box 1907
203 Main Ave E
Twin Falls, ID 83303
Phone: 208-735-7267
tfplanning@tfid.org

Received Date: _____

Application No.: _____

Application Fee: **\$250** Paid: _____

A. Applicant Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

B. Representative Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

C. Property Information

- Project Site Address: _____
- Parcel ID: _____
- Proposed Land Use: _____
- Total Land Area: _____
- Current Zoning District: _____
- Present Use of Property: _____
- Proposed Building Size (if applicable): _____

The following items must be included with the application at the time of submission.

D. Submittal Requirements

- **Proof of Property Control** (provide one of the following)
 - Deed
 - Lease Agreement
 - Written Consent

- Earnest Money Agreement (signed by buyer and seller)
- **Detailed narrative** explaining the reason for the request, why the subject property/building is non-conforming, and the reason compliance cannot be met and possible impacts to neighboring properties.
- **Site Plan** Drawn to scale on 8.5" x 11" paper of the subject property (to include the following along with any additional requirements based on the requested land use)
 - Measurement Scale
 - Property Lines
 - North Arrow
 - Street Names
 - Show all existing buildings
 - Show proposed expansion location
 - Show how the subject property/building is non-conforming

Applicant Acknowledgement

I certify that the information provided in this application, and all submitted material is accurate and complete to the best of my knowledge.

Applicant/Signature: _____

Printed Name: _____ Date: _____

Incomplete applications will not be accepted or scheduled for review.

Refund Policy

A refund for a portion of the application fee may be granted, provided a **written request** is made by the applicant, requesting the withdrawal of the application, and is subject to the guidelines listed below:

- **85%** of the application fee may be refunded if no staff application review has been completed.

Application and Decision Process

1. Contact the Planning & Zoning Department (735-7267 or 203 Main Avenue East) to confirm zoning requirements and procedures.
2. Submit a complete application with required attachments and fees (Milestone 1).
3. Staff reviews the application and requests additional information if needed.
4. Staff will generate a staff report and analysis of the request with recommendations.
5. The applicant will receive a signed written decision on the request.
6. Administrative decisions may be appealed to the Planning and Zoning Commission within 15 days of action by submitting a completed appeal application and fee.
7. Upon appeal, the Planning and Zoning Commission schedules a public meeting and may uphold, conditionally uphold, or overrule the decision of staff.