



# City of Twin Falls Rezone Application

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

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

Application No.: \_\_\_\_\_

Application Fee: **\$1,200** Paid: \_\_\_\_\_

## A. Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Property Owner Information (if different than Applicant)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## C. Representative Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## D. Property Information

- Project Site Address: \_\_\_\_\_
- Parcel ID: \_\_\_\_\_
- Current Zoning District: \_\_\_\_\_
- Total Land Area for Rezone: \_\_\_\_\_
- Proposed Zoning District: \_\_\_\_\_
- Present Use of Property: \_\_\_\_\_

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

E. Submittal Requirements

- **Proof of Property Control** (provide one of the following)
  - Deed
  - Lease Agreement
  - Written Consent
  - Executed Money Agreement (signed by buyer and seller)
  
- **Written detailed explanation** of the reason for the request, explain what the property is currently zoned, what zoning is being proposed. Describe how the proposed change is compatible with the comprehensive plan, how the change meets the criteria as stated in **Title 10-2-5-F-3**, how this change is compatible with surrounding properties and possible impacts if approved.
  
- **Vicinity Map** 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
  - Zoning of surrounding properties
  - Zoning proposed for the subject property
  
- **Legal metes and bounds description**, prepared and stamped by a **Professional Land Surveyor**.
  
- **Public Notification Materials**

A property owner list must be provided and contain the names and addresses of all property owners within the specified radius of the subject property perimeter as listed below. This list may be obtained from one of the following:

  - Twin Falls County Assessor's Office
  - A Title Company of your choice

**Zoning District of Subject Property**

AG, RR, TN-1, TN-2, OS  
TN-3, AP, CC, COM, MU, CMT, CSI  
IND-1, IND-2

**Notification Distance**

500 FT  
750 FT  
1000 FT

*The Planning & Zoning Director may require notification to additional areas which may be impacted by the proposed change.*

## **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.*

## **Ordinance Publication Fee**

The cost of publication of an ordinance which implements this request is not included in the fee. The publication cost is the responsibility of the applicant. Your request is not final until publication of the implementing ordinance. Pursuant to State law, the implementing ordinance must be published within one month of passage to become effective.

## **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 conducted.
- **50%** of the application fee may be refunded once staff review has been conducted.  
(within 35 days of Public Hearing)
- **No** refund for permit applications withdrawn after the Public Hearing Agenda has been posted or within 48 hours of the Public Hearing

## **Application and Decision Process Public Hearings**

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. Once deemed complete, staff schedules the request for a public hearing. **(Milestone 2)**
5. Staff will publish the public hearing notice in the *Times News* and email a Public Notice Packet to the applicant.
6. The applicant mails notice letters to required property owners, posts the notice sign, and submits a signed Affidavit of Mailing and Posting by the deadline. *(Failure to comply will result in removal from the agenda.)*
7. Staff will generate a staff report and analysis of the request with recommendations.
8. The staff report will be emailed to the applicant prior to the hearing. **(Milestone 3)**
9. The Planning & Zoning Commission will hold a public hearing and consider the staff, applicants, and public testimony prior to deliberation.
10. The Commission deliberates and makes a final decision or forwards their recommendation to the City Council.
11. Recommendations forwarded to the City Council repeat the public notice process for public hearings.
12. The City Council holds a public hearing and makes a final decision based on the record, testimony and recommendations.
13. Commission decisions may be appealed to the City Council within 15 days of action by submitting a completed appeal application and fee.
14. Upon appeal, the City Council schedules a public hearing and may uphold, conditionally uphold, or overrule the decision.

### Application Process:

1. Contact the Planning & Zoning Department, 735-7267 or 203 Main Avenue East, to determine basic zoning regulations and application procedures.
2. Submit the application with the required attachments and fees. (see application) **(Milestone 1)**
3. Staff reviews the completion of the application and the need for additional information if necessary.
4. Once staff has determined the application is complete and ready the request is scheduled for a public hearing. **(Milestone 2)**
5. Once scheduled staff submits the public hearing information to the Times News for publication.
6. A Public Notice Packet will be emailed to the applicant with instructions for mailing and signage posting deadlines.
7. The applicant is required to mail a copy of the public notice letter provided by the City of Twin Falls to each property owner within a specified perimeter of the property under review, and any additional area that may be impacted by the proposed change as determined by the Zoning Administrator.
8. The applicant is required to submit a signed Affidavit of Mailing and Posting to the Planning & Zoning Department as proof that the letters were mailed and the public notice sign was posted within the specified time (Note: If the mailing and posting requirements have not been met the request will be withdrawn from the agenda.)
9. A staff report regarding the applicants request, including staff analysis and recommendations, will be emailed to the applicant prior to the public hearing. **(Milestone 3)**
10. The public meeting is held at Twin Falls City Council Chambers, 203 Main Avenue East, beginning at 6:00 p.m. on the scheduled date.
11. At the public meeting, staff will present their analysis of the request and make recommendations as necessary for the Planning & Zoning Commission to consider.
12. The applicant, or applicant's representative, shall present the request to the commission. This person should be prepared to answer any questions the Planning & Zoning Commission may have, and address any concerns presented by the public at the time of the hearing.
13. The Planning & Zoning Commission will then deliberate and make a recommendation for approval to City Council, based on the evidence presented, and the recommendations made by the staff regarding the request.
14. The Public Notice process steps repeat for City Council.
15. City Council will hold a Public Hearing and make a decision based on the evidence presented at the hearing, staff recommendations and the recommendation from the Planning and Zoning Commission.
16. The applicant or any affected person(s) who appeared in person or in writing before the Commission may appeal the decision of the Commission to City Council, provided a completed Appeal application, with payment, is submitted to the Planning and Zoning Department within fifteen (15) days of the Commission's action.
17. Upon receipt of an appeal request due to the actions of the Commission, the City Council shall set a public hearing date, under the same provisions as the Commission hearing, to consider all information, testimony and the Commission's minutes of the public hearing to reach a decision to uphold, conditionally uphold, or overrule the decision of the Commission.