



City of Twin Falls Landscape Modification 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: **\$0**

Alternative Plan

Landscape Grouping

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 (if applicable): _____

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 and why the required landscaping must be modified.
 - **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
 - Title 10-9 Required Landscaping versus
 - Proposed Landscape Modification
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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.
- **50%** of the application fee may be refunded once staff review has been completed.
 (within 35 days of Public Meeting)
- **No** refund for permit applications withdrawn after the Public Meeting Agenda has been posted or within 48 hours of the Public Meeting

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. Once deemed complete, staff schedules the request for a public meeting (Milestone 2).
5. Staff will generate a staff report and analysis of the request with recommendations.
6. The staff report will be emailed to the applicant prior to the public meeting (Milestone 3).
7. The Planning & Zoning Commission will hold a public meeting and consider the staff and applicants testimony prior to deliberation.
8. The Commission deliberates and makes a final decision on the request.
9. The applicant will receive a signed written decision on the request.
10. Commission decisions may be appealed to the City Council within 15 days of action by submitting a completed appeal application and fee.

11. Upon appeal, the City Council schedules a public meeting and may uphold, conditionally uphold, or overrule the decision of the Commission.