



BONNER COUNTY PLANNING DEPARTMENT

1500 Highway 2, Suite 208
Sandpoint, Idaho 83864
(208) 265-1458 FAX: (208) 265-1463

ZONE CHANGE APPLICATION

Instructions:

1. Prior to submittal of this application, the applicant shall discuss the proposal with a staff planner.
2. The following items shall be submitted with the zone change application:

- ☐ Site plan, drawn to scale, depicting the location of all buildings, parking and loading areas, traffic access and circulation, undisturbed areas, open spaces, landscaping, refuse and service areas, utilities, signs and yards. (BCRC 12-215(a))
- ☐ Narrative statement addressing the following: (BCRC 12-215(b))
 - 1) Effects of elements such as noise, light glare, odors, fumes and vibrations on adjoining property;
 - 2) Compatibility of the proposal with the adjoining land uses; and
 - 3) Relationship of the proposal to the comprehensive plan.
- ☐ Legal description of the subject property prepared by an Idaho licensed surveyor. (BCRC 12-215(d)) Please e-mail or provide an electronic copy of the description, as well.
- ☐ Vicinity map as defined in BCRC, Section 12-822, sufficient to show the impact of the proposal commensurate with the scale of the project. (BCRC 12-215(e))

BCRC, Section 12-822, Vicinity map definition: "A map depicting the general location of the subject property to other properties, the transportation system, landmarks and other physical features within a one mile radius of the site."

- ☐ Information considered by the planning director or governing body to be necessary for a complete evaluation of the proposal; such as information regarding utilities, traffic, service connections, natural resources, unique features of the land or off site features affecting the proposal. (BCRC 12-215(f))
- ☐ Application filing fee. The application cannot be accepted by the planning department unless accompanied by the appropriate fees. (BCRC 12-265)