

HEARING LEVEL PROCESS

PRE-APPLICATION CONFERENCE:

1. Participate in a minimum of (1) conference with the director prior to submission of applications for variances to flood insurance program standards, preliminary plats, comprehensive plan amendments, variances, conditional uses, zoning ordinance text amendments & zoning ordinance map amendments.
2. At the discretion of the director, additional pre-application conferences maybe required.
3. Purpose of conference(s) is to review and discuss the application submittal requirements and procedures.

Prior to Submittal

NEIGHBORHOOD MEETING:

1. Conduct a neighborhood meeting for comprehensive plan amendments, variances, conditional uses, zoning ordinance map amendments, expansions or extensions of nonconforming uses and subdivisions.
2. Neighborhood meeting shall be conducted prior to application submission and application submission must occur no later than 6 months following the neighborhood meeting.

APPLICATION SUBMITTAL:

1. Submit application with required documentation, electronic copy, & fee to the director.
2. Application is assigned a Project Number.
3. Supervisor establishes a hearing date no later than 90 days after the date of application submission (120 days for planned community applications) and assigns application to staff.

TRANSMIT TO AGENCIES & POLITICAL SUBDIVISIONS:

1. Send summary to agencies a minimum of 15-days prior to public hearing.
2. Applications within AOI - Send summary to political subdivisions per Title 9 regulations (30 or 45 days prior to public hearing).

NOTICING:

1. Publish legal notice in Idaho Statesman a minimum of 15-days prior to public hearing.
2. Send written notice to property owners within 300 ft. or 1,000 ft. a minimum of 30-days prior to public hearing.
3. Send PSA to Public Info Dept. prior to public hearing.

STAFF REPORT/FINDINGS OF FACT/CONDITIONS OF APPROVAL:

Assigned Planner receives comments from neighbors and agencies and makes a recommendation based on pertinent code findings, application requirements and neighbor's comments. Staff reports are available online 7 days prior to the public hearing.

APPLICANT SIGN POSTING REQUIREMENTS:

1. Post a sign on the site a minimum of 10-days prior to public hearing.
2. Submit sign posting certification and pictures to Ada County a minimum of 7-days prior to the public hearing.

Applicants Responsibility

P&Z COMMISSION

Recommends action to the BOCC on preliminary plats, ZOA (text or map), CPA, AOI, DA, & joint applications, or acts on a Conditional Use. If application goes to the BOCC, Transmittal must be repeated.

BOARD OF ADA COUNTY COMMISSIONERS

Reviews and acts on Preliminary plats, ZOA (text or map), CPA, AOI, DA, Variance, Appeals, & joint applications.

APPLICANT

In order to finalize the application, the Applicant must comply with the Conditions of Approval.