NEIGHBORHOOD MEETING LIST REQUEST

LIST FEE: $26.50 (Includes Tax) – COUNTY PROVIDES MAILING LABELS
Payment will be requested when the labels have been generated.

GENERAL INFORMATION:
If applying for one of the uses listed below, a Neighborhood Meeting is required. The meeting allows neighbors to learn more about your proposed project before the public hearing. All registered Neighborhood Associations and property owners within the required buffer area (300'/1000'/1200'/2640'/5280') need to be invited to your meeting. See ACC 8-7A-5C (1), (2), (3) & (4) for uses and districts requiring the 1000’, 1200’, 2640’, and 5280’ notification.
According to Ada County Code, the neighborhood meeting must be held either:

- On a weekend between the hours of 10 a.m. and 7 p.m.,
- Or a weekday between 6 p.m. and 8 p.m.

*Meetings cannot be conducted on holidays, holiday weekends, or the day before or after a holiday or holiday weekend.

The meeting must be held at one of the following locations:

- The Subject Property;
- The nearest available public meeting place (Examples: fire stations, libraries, community center, etc.)
- An office space within a 1-mile radius of the subject property

The meeting cannot take place more than six (6) months prior to the acceptance of the application and the application will not be accepted before the neighborhood meeting is conducted. You are required to send written notification of your meeting, allowing a “reasonable amount of time” before your meeting for property owners to plan to attend. Contacting and/or meeting individually with residents will not fulfill Neighborhood Meeting requirements.

APPLICATION TYPE (check all that apply):

- Conditional Use
- Expansion of Extension of a Nonconforming Use
- Subdivision (Sketch Plat and/or Preliminary Plat)
- Variance
- Zoning Ordinance Map Amendment

BRIEF DESCRIPTION (Required):


SITE INFORMATION:

SITE ADDRESS: _____________________________________________ CITY: ________________
SECTION: ___________ TOWNSHIP: ___________ RANGE: ___________
SUBDIVISION NAME: ___________________________ LOT(S): _________ BLOCK(S): _________
TAX PARCEL NUMBER(s): _________________ CURRENT ZONING DISTRICT: _______________

PROPERTY OWNER (Please Print):

NAME: ____________________________ ADDRESS: ____________________________
ADDRESS: ____________________________ CITY: __________ STATE: _______ ZIP: _______
CITY: __________ STATE: _______ ZIP: _______ TELEPHONE: __________ FAX: __________
EMAIL: ____________________________

CONTACT (Please Print):

NAME: ____________________________ ADDRESS: ____________________________
ADDRESS: ____________________________ CITY: __________ STATE: _______ ZIP: _______
CITY: __________ STATE: _______ ZIP: _______ TELEPHONE: __________ FAX: __________
EMAIL: ____________________________

OFFICE USE ONLY

PROJECT #: ____________________________ RECEIVED BY: ____________________________
DATE: ____________________________ DATE STAMPED: ❑

ADA COUNTY DEVELOPMENT SERVICES- Email: mechanical@adacounty.id.gov Mailing: 200 W. Front Street, Boise, ID 83702
Website: adacounty.id.gov Phone: 208-287-7900 Fax: 208-287-7909
Page 1 of 1 VERSION: February 2024