



Planning and Zoning Application & Checklist

DE-ANNEXATION

Owner(s) Name: _____

Applicant Name*: _____

**A statement authorizing a representative to apply on behalf of the owner must accompany this form if applicable.*

Phone: _____ Email: _____

Mailing Address: _____

Property Address: _____

Parcel Number(s): _____

Acres: _____ Current Zone(s): _____ Proposed AOI Zone: _____

ATTACH THE FOLLOWING ITEMS – Hard Copy & Digital

____ Legal description of property to be de-annexed

____ **De-Annexation Boundary Map-** prepared in a draftsman-like manner which shall plainly and clearly designate the boundaries of the land to be de-annexed, and the adjoining city boundary

____ **Vicinity Map** showing the location of the property under consideration.

____ **Proof of ownership or valid option agreement**

____ **Narrative:** *Attach a brief statement responding to the following:*

1. How are the existing and proposed land uses in the requested de-annexation area related to the Comprehensive Plan?
2. Describe the compatibility of the proposed zone's allowable uses with the surrounding area.

REVIEW PROCESS

1. Upon acceptance of a complete application and project review is completed, the Planning and Zoning Administrator will schedule the request on the next available Planning & Zoning Commission meeting.

2. The City of Driggs will cause to be posted a public hearing notice in the newspaper and a notice posted within the property boundaries as required by Idaho State Law.
3. A public hearing will then be held by the Planning and Zoning Commission and a recommendation forwarded to the City Council.
4. The City Council will vote to approve or deny the de-annexation request. The Council or Commission may also require studies of the social, economic, fiscal, and/or environmental effects of the proposed de-annexation before any action or vote is made.
5. An approved De-annexation expires 1 year after the approval date unless the De-annexation plat has been recorded.
6. As the de-annexation applicant is effectively adding land to Teton County's jurisdiction, a Zoning Map Amendment application with the County may also be required, with the final zoning decision being made by the Teton County Board of County Commissioners.

ACCEPTANCE

The Planning & Zoning Administrator reserves the right to NOT officially accept this application until all required information and the application fee have been submitted.

The Planning & Zoning Administrator/Council reserve the right to take photographs and/or videos of the property under consideration for De-Annexation as deemed necessary as an addendum to the file.

I hereby declare under penalty of perjury that this application form, and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that the City of Driggs may rescind any approval or sufficiency determination, or take other appropriate action.

As the owner/applicant, I have read and understand the application, review procedures, and responsibilities which accompany this application.

Applicant Signature: _____

_____ Date

Owner Signature*: _____

_____ Date

**A statement authorizing the applicant to apply on behalf of the owner must accompany this form if applicable.*

OFFICE USE ONLY

FEE: \$ 1,213 RECEIPT #: _____

DATE RECEIVED: _____ RECEIVED BY: _____

P&Z File #: _____