



COMPREHENSIVE PLAN AMENDMENT SUBMITTALS AND CHECKLIST

GEM COUNTY DEVELOPMENT SERVICES

109 South McKinley, Emmett, Idaho 83617 www.co.gem.id.us

phone: (208) 365-5144 fax: (208) 365-2499

Please check one:

Map Amendment (Only every six months, apply in May and November) Text Amendment

Chapter Number and Title: _____

Revision Request **Addition Request**

Submittal Requirements:

FEE: A \$1,025.00 per map designation fee must accompany this completed **Map** Amendment application. *(Non-refundable)*

FEE: A \$730.00 per issue fee must accompany this completed **Text** Amendment application. *(Non-refundable)*

Detailed letter addressing the following concerns as applicable:

- The intent of the proposed amendment.
- Accurate description of the area to be amended.
- Other pertinent plans or ordinances.
- Identify the section of the existing chapter where proposed revision/addition will go.
- If this is a proposed revision, please provide the existing language.
- Please provide proposed revision/addition.

<u>SUBMITTALS</u>	<u>APPLICANT</u> (√)	<u>STAFF</u> (√)
FEE		
LETTER		

Applicant Signature:

Date: _____

GEM COMMUNITY JOINT COMPREHENSIVE PLAN
REVISION/ADDITION PROCESS

Purpose: The purpose of the process is to:

- Expedite revisions and/or additions to the Plan (total time not to exceed one hundred eighty (180) calendar days),
- Provide adequate opportunities for Community input,
- Provide periodic status reports to the submitter, and
- Insure compliance with all State Statutes and Local codes and ordinances.

Gem Community Planning Commission - Not to exceed sixty (60) calendar days:

1. The applicant is to submit a completed request for revision/addition form to the Development Services Office.
2. The Development Services Office will notify the chairperson of the Gem Community Planning Commission as soon as is practical.
3. The chairperson of the Gem Community Planning Commission distributes the request to all members of the Commission as soon as possible.
4. The chairperson of the Gem Community Planning Commission notifies the submitter to discuss his/her request at the next available Commission meeting.
5. The sixty (60) calendar window for actions begins with the Commission's acceptance of the request, at a scheduled meeting with the applicant.

Public Hearing - Not to exceed sixty (60) calendar days after Gem Community Planning Commission's acceptance of request.

County/City Approval- Not to exceed sixty (60) calendar days after Gem Community Planning Commission's public hearing is closed.