



ANNEXATION
Permit info: _____ Application Date: _____ Rec'd by: _____ FOR OFFICE USE ONLY

6015 Glenwood Street ▪ Garden City, ID 83714 ▪ 208.472.2921  
 ▪ [www.gardencityidaho.org](http://www.gardencityidaho.org) ▪ [planning@gardencityidaho.org](mailto:planning@gardencityidaho.org)

APPLICANT	PROPERTY OWNER
Name:	Name:
Company:	Company:
Address:	Address:
City:	City:
State:                      Zip:	State:                      Zip:
Tel.:	Tel.:
E-mail:	E-mail:

**PROPERTY INFORMATION**  
 Site Address:

Subdivision Name:	Lot:	Block:
Tax Parcel Number:	Zoning:	Total Acres:
Proposed Use:	Floodplain:	YES      NO
Existing Zoning:	Proposed Zoning:	
Existing Use:	Proposed Use:	
Surrounding Zoning:	Surrounding Uses:	

Is the property proposed to be annexed into Garden City? (*Circle*)      YES      NO

If the property is proposed to be annexed, how is such an annexation in the best interest of the City?

If the property is proposed to be annexed, is the property contiguous to property with Garden City jurisdiction? (*Circle*)      YES      NO

I consent to this application and hereby certify that information contained on this application and in the accompanying materials is correct to the best of my knowledge. I agree to be responsible for all application materials, fees and application correspondence with the City. I will hold harmless and indemnify the City of Garden City from any and all claims and/or causes of action from or an outcome of the issuance of a permit from the City.

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 Signature of the Applicant                      (date)      Signature of the Owner                      (date)

APPLICATION INFORMATION REQUIRED

**NOTE:**

**AN ELECTRONIC COPY OF THE ENTIRE APPLICATION SUBMITTAL REQUIRED**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

**ONE (1) HARD COPY OF EACH CHECKLIST ITEM REQUIRED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Title Report                     | <input type="checkbox"/> Dedications and Easements               |
| <input type="checkbox"/> Neighborhood Map                             | <input type="checkbox"/> Affidavit of Legal Interest             |
| <input type="checkbox"/> Master Plan                                  | <input type="checkbox"/> Waiver Request of Application Materials |
| <input type="checkbox"/> Site Plan                                    |  |
| <input type="checkbox"/> Topographic Survey                           |  |
| <input type="checkbox"/> Natural Hazard and Resources Analysis        |  |
| <input type="checkbox"/> Dedications and Easements                    |  |
| <input type="checkbox"/> Approved Addresses                           |  |
| <input type="checkbox"/> Statement of Intent and Compliance Statement |  |
| <input type="checkbox"/> Neighborhood Meeting Verification            |  |
| <input type="checkbox"/> Request to Obtain Fire Flow                  |  |



**PLEASE CHECK THE FOLLOWING:**

**INFORMATION FOR PRELIMINARY TITLE REPORT:**

- Document confirming property has been purchased contingent to approvals by city and other agencies
- Document should confirm if there are liens on property and if there are other issues with title

**INFORMATION REQUIRED ON NEIGHBORHOOD MAP:**

- 8 ½" x 11" size minimum
- Location of contiguous lots and lot(s) immediately across from any public or private street, building envelopes and/or existing buildings and structures at a scale not less than one inch equals one hundred feet (1" = 100')
- Impact of the proposed siting on existing buildings, structures, and/or building envelopes

**INFORMATION REQUIRED ON MASTER PLAN:**

- The master plan is a plan that includes narrative information and illustrations about the proposal
- The required narrative information shall be as follows:
  - a. Description of the vision for the Master Plan area, including design guidelines, land uses and phasing of development
  - b. A range of square footage, density, site coverage, and locational distribution of land uses;
  - c. Description of a circulation plan for autos, bicycles, transit, and pedestrians within the site and to other off site systems including the Boise River Greenbelt and other waterways
  - d. Description of the amenities within the site including both natural and manmade
  - e. Description of the general mass, scale, and character of the buildings
  - f. Summary of general public facility requirements to serve the development; and
  - g. Proposal for incorporation of existing structures in future development plans

- The required illustrative plans shall be as follows:
  - a. A map showing property dimensions and legal description
  - b. A map showing existing and proposed building footprints
  - c. A map showing the circulation system including streets, alleys, parking, pedestrian walkways and linkages both within and outside the district.
  - d. A diagram showing development parcels, maximum unit densities, site ingress and egress, and relationship of development to public amenities, public facilities, and/or open site area
- A section showing the relationship of the buildings, public spaces and the street edge to adjacent properties

**INFORMATION REQUIRED ON SITE PLAN:**

- 24" x 36" size minimum
- Scale not less than 1" = 20', legend, and north arrow.
- Property boundary, dimensions, setbacks and parcel size.
- Location of the proposed building, improvement, sign, fence or other structure, and the relationship to the platted building envelope and/or building zone
- Building envelope dimensions with the center of the envelope location established in relation to the property lines
- Adjacent public and private street right of way lines
- Total square footage of all proposed structures calculated for each floor. If the application is for an addition or alteration to an existing building or structure, then the new or altered portions shall be clearly indicated on the plans and the square footage of new or altered portion and the existing building shall be included in the calculations
- For uses classified as drive-through, the site plan shall demonstrate safe pedestrian and vehicular access and circulation on the site and between adjacent properties as required in Section 8-2C-13 of Title 8.
- For uses other than a drive-through, the site plan shall demonstrate safe vehicular access as required in 8-4E-4
- Driveways, access to public streets, parking with stalls, loading areas.
- Sidewalks, bike and pedestrian paths.
- Berms, walls, screens, hedges and fencing.
- Location and width of easements, canals, ditches, drainage areas.
- Location, dimensions and type of signs.
- Trash storage and mechanical equipment and screening.
- Parking including noted number of regular, handicap and bike parking as well as dimensions of spaces and drive aisles depicted on plan
- Log depicting square footage of impervious surface, building and landscaping
- Location and height of fences and exterior walls
- Location and dimensions of outdoor storage areas
- Location of utilities and outdoor serviced equipment and areas
- Location of any proposed public art
- Location of any proposed exterior site furniture
- Location of any exterior lighting
- Location of any existing or proposed signage

**INFORMATION FOR TOPOGRAPHIC SURVEY:**

- The topographic map is a map of the application site and adjoining parcels prepared by an engineer and/or land surveyor, and at a scale of not less than one inch (1") to twenty feet (20').
- If the site has been known to have been altered over time, then the applicant shall provide evidence of the natural topography of the site

**INFORMATION FOR NATURAL HAZARD AND RESOURCES ANALYSIS:**

- Prepared by a licensed engineer
- The natural hazards and resources analysis shall provide an inventory and recommendation regarding natural conditions existing on the site.
- The analysis shall include: significant natural resources existing on the site shall be indentified including vegetation; fish and wildlife habitat; and water, including streams and riparian zones. A plan for preservation and/or mitigation of significant resources should be prepared by a qualified professional.
- For subdivisions within a floodplain: Detained information on the nature, source, and extent of the hazard and the proposed actions to minimize or eliminate danger to public health, safety or property. The analysis shall include the following information:
  - a. The location of existing water channels and drainage ways, floodway, flood plain and base flood elevation
  - b. The location of all planned improvements including dams, dikes, and similar structures
  - c. All planned diversions, alterations or rerouting of channels and drainage ways.

**INFORMATION FOR DEDICATIONS AND EASEMENTS:**

- The statement of intent for dedications and/or easements shall include the location, size, dimensions, and purpose

**INFORMATION FOR STATEMENT OF INTENT AND COMPLIANCE STATEMENT:**

- Should include purpose, scope, and intent of project
- Information concerning noxious uses, noise, vibration, and any other aspects of the use or structure that may impact adjacent properties or the surrounding community
- Statement explaining how the proposed use(s) is compliant with the standards of review for the proposed application. Cite the ordinances the proposed use(s) is compliant with

**INFORMATION FOR NEIGHBORHOOD MEETING VERIFICATION:**

- Copy of notice sent to property owners within 300' of an applicable property
- List of notice recipients with names and addresses
- Sign-up sheet from meeting

**INFORMATION REQUIRED FOR WAIVER REQUEST OF APPLICATION MATERIALS:**

- Statement must include a list of the application materials to be waived and an explanation for the request