

## **ZONE CHANGE APPLICATION PROCESS**

- The Applicant submits a completed application, on the forms provided, to the Nez Perce County Planning and Building Department and pays a \$300.00 for the first acre plus \$1.00 for each additional acre or portion thereof, not to exceed \$500.00, non-refundable fee.

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Once staff determines the application is complete, a public hearing date is set for the application to be considered by the Nez Perce County Planning and Zoning Commission.
- The Nez Perce County Planning and Zoning Commission meets on the third Tuesday of every month.
- You will be notified of the hearing date. Completed application must be submitted 28 days prior to the next hearing date.
- Nez Perce County Planning and Building Services notifies all residents, by mail, within 1000 feet of the site location in the County and within 300 feet within the Area of City Impact. This notifies them of the nature of your request, the date of public hearing, and solicits comments from them.
- Nez Perce County Planning and Building Services solicits comments from public agencies so a recommendation can be made.
- After all comments have been received, staff prepares a report to present to the Planning and Zoning Commission. The Applicant will receive a copy of this report 5-7 days prior to the scheduled hearing.
- The Planning and Zoning Commission hold a public hearing on the request. The Applicant is invited to speak as well as others who wish to provide testimony, whether in favor of or in opposition to the request.
- The Planning and Zoning Commission will make a recommendation to the Board of County Commissioners.
- The Board of County Commissioners set a public hearing date, generally several weeks away to allow sufficient time for legal notice. The property owners who received the notice for the Planning and Zoning Commission public hearing will again receive notice of the Board of County Commissioners public hearing.
- The Board of County Commissioners holds a public hearing on the request and makes a decision, which may include, but is not limited to approval as submitted, approval with additional conditions, or denial.
- Generally, several weeks later at their regularly scheduled agenda session, the formal decision known as Findings of Fact, Conclusions of Law and Decision, are adopted along with the first reading of the ordinance.
- Generally, the following week at their regularly scheduled agenda session, the Board of County Commissioners hold the second reading and final adoption of the ordinance.
- After final adoption of the ordinance, within 30 days it is published in The Lewiston Morning Tribune making the zone change final.
- The process may take 3 to 6 months to complete.