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**Zoning Title Amendment (ZTA)  
OpenGov Application Checklist**

<https://mountainhomeid.viewpointcloud.com>

- **Zoning Title Amendment Draft**



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### ***Applicant Public Hearing Notification Instructions***

The applicant is responsible for sending out letters to surrounding property owners and public entities and posting public notification signs on the subject property. The applicant shall submit affidavits of mailing and signposting by the end of business day by the Mailings/Site Posting date on the current City of Mountain Home P&Z Commission schedule.

#### **Mailing Instructions**

- Fifteen (15) days before the hearing, written notice of time, place, and purpose of the hearing shall be mailed to:
  - Property owners within three hundred feet (300') of the external boundaries of the subject property.
    - This list can be obtained at the County Assessors' office.
  - Public Entities are identified in the attachment provided.
- The applicant shall submit an affidavit of mailing no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

#### **Sign Posting Instructions**

- One (1) public notice sign shall be posted along any adjacent public right-of-way (road) of the subject property.
  - The sign(s) shall meet the following specifications:
    - The sign(s) shall consist of four foot by four foot (4' x 4') plywood or another hard surface on two (2) four-inch by four-inch (4" x 4") posts or attached to another approved support in such a manner that it is perpendicular to the roadway along which the sign is posted. The bottom of the sign shall be at least three feet (3') above the ground.
    - Lettering and Content: At the top of the sign, notice signs shall include each of the following with a minimum size of six-inch (6") letters:
      - The words "Notice of Public Hearing";
      - The phone number for the city's planning and zoning department; and
      - The official city logo.
    - Brochure Holder: Notice signs shall include a mounted brochure holder. When the city council conducts a public hearing for a proposal that the planning and zoning commission has recommended, the notice for that hearing shall include the commission's recommendation in addition to



the time and place of the hearing and a summary of the proposal. The applicant requesting the proposed change shall ensure that, until the notice sign is removed, the brochure holder contains handouts providing notice of the time and place of the hearing and a summary of the proposal.

- City Staff will provide the brochure notice.
- Material: The sign shall be constructed with a weather-resistant material.
- Substantial Compliance: The sign shall be in substantial compliance with the following:



\*The Planning & Zoning Division is aware of the following individuals, groups, or businesses that provide signposting services in the City of Mountain Home:

- Cox Signs - (208) 587-3840 - cox-signs.com
- Gary Tuller – (208) 599-3705 – garytuller@hotmail.com

**THE CITY DOES NOT ENDORSE OR RECOMMEND A PARTICULAR SIGN PROVIDER.**

- The applicant shall submit an affidavit of signposting no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

**P&Z Commission Schedule**

| Meeting Date       | Application Deadline | Public Notice Deadline | Mailings/Site Posting | Packets Out        |
|--------------------|----------------------|------------------------|-----------------------|--------------------|
| January 2, 2024    | December 5, 2023     | December 8, 2023       | December 15, 2023     | December 28, 2023  |
| January 16, 2024   | December 19, 2023    | December 22, 2023      | December 29, 2023     | January 11, 2024   |
| February 6, 2024   | January 2, 2024      | January 12, 2024       | January 19, 2024      | February 1, 2024   |
| February 20, 2024  | January 16, 2024     | January 26, 2024       | February 2, 2024      | February 15, 2024  |
| March 5, 2024      | February 6, 2024     | February 9, 2024       | February 16, 2024     | February 29, 2024  |
| March 19, 2024     | February 20, 2024    | February 23, 2024      | March 1, 2024         | March 14, 2024     |
| April 2, 2024      | March 5, 2024        | March 8, 2024          | March 15, 2024        | March 28, 2024     |
| April 16, 2024     | March 19, 2024       | March 22, 2024         | March 29, 2024        | April 11, 2024     |
| May 7, 2024        | April 2, 2024        | April 12, 2024         | April 19, 2024        | May 2, 2024        |
| May 21, 2024       | April 16, 2024       | April 26, 2024         | May 3, 2024           | May 16, 2024       |
| June 4, 2024       | May 7, 2024          | May 10, 2024           | May 17, 2024          | May 30, 2024       |
| June 18, 2024      | May 21, 2024         | May 24, 2024           | May 31, 2024          | June 13, 2024      |
| July 2, 2024       | June 4, 2024         | June 7, 2024           | June 14, 2024         | June 27, 2024      |
| July 16, 2024      | June 18, 2024        | June 21, 2024          | June 28, 2024         | July 11, 2024      |
| August 6, 2024     | July 2, 2024         | July 12, 2024          | July 19, 2024         | August 1, 2024     |
| August 20, 2024    | July 16, 2024        | July 26, 2024          | August 2, 2024        | August 15, 2024    |
| September 3, 2024  | August 6, 2024       | August 9, 2024         | August 16, 2024       | August 29, 2024    |
| September 17, 2024 | August 20, 2024      | August 23, 2024        | August 30, 2024       | September 12, 2024 |
| October 1, 2024    | September 3, 2024    | September 6, 2024      | September 13, 2024    | September 26, 2024 |
| October 15, 2024   | September 17, 2024   | September 20, 2024     | September 27, 2027    | October 10, 2024   |
| November 5, 2024   | October 1, 2024      | October 11, 2024       | October 18, 2024      | October 31, 2024   |
| November 19, 2024  | October 15, 2024     | October 25, 2024       | November 1, 2024      | November 14, 2024  |
| December 3, 2024   | November 5, 2024     | November 8, 2024       | November 15, 2024     | November 27, 2024  |
| January 7, 2025    | December 3, 2024     | December 13, 2024      | December 20, 2024     | January 2, 2025    |

**These dates are tentative and subject to change. Larger projects may need more time to review the application.**

NOTE: Your application will not be deemed complete until all documents have been submitted and reviewed by staff. This may mean that your application would be scheduled for the following month's meeting. Additionally, some applications may take longer to process based on the complexity of the request, the Planning and Zoning department will notify you when your hearing date will occur after your application has been reviewed.



# Affidavit of Legal Interest

State of Idaho )  
                  ) ss  
County of Elmore )

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

\_\_\_\_\_  
City State Zip Code

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Records, skip to B)

- A. That I am the record owner of the property described on the attached, and I grant my permission to:

\_\_\_\_\_  
Name Address

To submit the accompanying application pertaining to that property.

- B. I agree to indemnify, defend and hold the City of Mountain Home and its employees harmless of any claim or liability resulting from any dispute regarding the statements contained herein or the ownership of the property subject to the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

Subscribed and sworn to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## Affidavit of Mailing

State of Idaho )  
                  ) ss  
County of Elmore )

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

\_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

as the applicant/representative for Planning & Zoning Application PZ-\_\_\_\_-\_\_\_\_,  
hereby certify that this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ a true and correct  
written notice of time, place and purpose of hearing regarding PZ-\_\_\_\_-\_\_\_\_, was  
mailed to property owners within three hundred feet (300') AND to all political  
subdivisions per attachment "A" at least fifteen (15) days before the public hearing on

\_\_\_\_\_.  
Month Day Year

Signature \_\_\_\_\_

-----  
Subscribed and sworn to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_



city of  
*Mountain Home*  
**Affidavit of Sign Posting**

State of Idaho )  
                  ) ss  
County of Elmore )

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

\_\_\_\_\_, \_\_\_\_\_ Zip Code  
City State

*being first duly sworn upon oath, depose and say:*

Per the City of Mountain Home City Code 9-6-10 (D), I personally posted or attest that the subject property was posted on \_\_\_\_\_  
Date

which is at least fifteen (15) days prior to the scheduled hearing for Planning & Zoning Application PZ-\_\_\_\_-\_\_\_\_.

I have submitted photograph(s) of the posting to the City, concurrent with this affidavit. The sign(s) will be removed no later than three (3) days after the public hearing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_

-----  
Subscribed and sworn to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_



**Public Entities List**

| Company                                   | Name                              | Address                        | City,State, Zip Code   |
|---|-----------------------------------|--------------------------------|------------------------|
| Airport Advisory Committee Member         | Paul Hibbard                      | 3370 SW Trailwinds             | Mountain Home ID 83647 |
| Airport Advisory Committee Member         | Ian Morcott                       | 1890 Knight Court              | Mountain Home ID 83647 |
| Airport Advisory Committee Member         | William James                     | 1208 NW Nina Court             | Mountain Home ID 83647 |
| Airport Advisory Committee Member         | Martin Pike                       | 1649 East 15th North Street    | Mountain Home ID 83647 |
| Airport Advisory Committee Member         | A.J. Lewis                        | 1120 Julia                     | Mountain Home ID 83647 |
| Airport Advisory Committee Member         | Tom Hoegg                         | 6375 Old Hwy 30                | Mountain Home ID 83647 |
| Airport Advisory Committee Member         | Steve Mulberry                    | 1662 Thacker Road              | Hammett, Id 83627      |
| Central District Health Department        | Marty Jones, Env. Health Services | 520 East 8th North             | Mountain Home ID 83647 |
| Century Link                              |                                   | 1315 West Amity                | Boise ID 83705         |
| Elmore County Assessor                    |                                   | 150 South 4th East, Suite 2    | Mountain Home ID 83647 |
| Elmore County Commissioners               |                                   | 150 South 4th East             | Mountain Home ID 83647 |
| Elmore County P & Z                       |                                   | 520 East 2nd South             | Mountain Home ID 83647 |
| Elmore County Soil and Water Conservation |                                   | 795 South Haskett Street       | Mountain Home ID 83647 |
| Idaho Department of Lands                 | Endowment Trust Lands             | 300 North 6th Street, Ste. 103 | Boise, ID 83720        |





|                                   |                               |                                       |                        |
|-----------------------------------|-------------------------------|---------------------------------------|------------------------|
| Idaho Dept of Lands               | Southwest Supervisory         | 8355 West State Street                | Boise ID 83703         |
| Idaho Dept of Transportation      | District 3                    | P O Box 8028                          | Boise ID 83707-2028    |
| Idaho Power                       |                               | 2430 American Legion Blvd             | Mountain Home ID 83647 |
| Intermountain Gas                 |                               | 555 S. Cole Road                      | Boise ID 83709         |
| Mellen Water District             |                               | P.O. Box 1086                         | Mountain Home ID 83647 |
| Mountain Home Highway District    |                               | P O Box 756                           | Mountain Home ID 83647 |
| Mountain Home Irrigation District | David Ascuena                 | 140 South 3rd East                    | Mountain Home ID 83647 |
| Oregon Shortline RR CO            | C/O Union Pacific Corp.       | 1700 Farnam St. #10s-FL               | Omaha, NE 60102-2010   |
| St. Luke's Elmore Medical Center  | Lisa Melchior                 | 895 N 6th E                           | Mountain Home ID 83647 |
| Superintendent of Schools         | Mtn Home School District #193 | 470 North 3rd East Street             | Mountain Home ID 83647 |
| USPS                              | Attn: Postmaster              | 350 North 3rd East Street             | Mountain Home ID 83647 |
| West Side Sewer District          | Don Gust                      | P.O. Box 717                          | Mountain Home ID 83647 |
| Zito Media                        |                               | 1993 East 8th North Street, Suite 210 | Mountain Home ID 83647 |