



---

**Annexation (ANX)  
OpenGov Application  
Checklist**

- **Proof of Proprietary Interest**

A proprietary interest is a property right, an interest held by a property owner. This can be in the form of a Warranty Deed or Affidavit of Legal Interest from the Property owner.

- **Vicinity Map (8 1/2" by 11")**

A vicinity map at a scale of one-inch equals three hundred feet (1" = 300') showing property lines, thoroughfares, existing and proposed zoning and such other items as the development services department may require. Further, the vicinity map shall illustrate the location and current zoning of the property as well as zoning districts and land uses of adjacent properties.

- **Legal description of property and survey**

Including a description of all adjoining rights of way, railroads, roadways, highways, and easements the entire property length. **LEGAL DESCRIPTION MUST BE IN WORD DOC FORMAT.**

- **Annexation Narrative Statement**

- **List of Mailing Addresses**

A list of the mailing addresses of all property owners, from authentic tax records of Elmore County, who are within three hundred feet (300') of the external boundaries of the land being considered, and all property owners included within the property being considered.



---

### ***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.

## City of Mountain Home 2022 P&Z Commission Schedule

Meeting Date	Application Deadline	Public Notice Deadline	Mailings/Site Posting	Packets Out
January 3, 2022	December 6, 2021	December 10, 2021	December 17, 2021	December 29, 2021
January 18, 2022 (Tues.)	December 20, 2021	December 22, 2021	December 31, 2021	January 18, 2022
February 7, 2022	January 3, 2022	January 14, 2022	January 21, 2022	February 2, 2022
February 22, 2022 (Tues.)	January 18, 2022 (Tues.)	January 22, 2021	January 29, 2022	February 16, 2022
March 7, 2022	February 7, 2022	February 11, 2022	February 18, 2022	March 2, 2022
March 21, 2022	February 16, 2021 (Tues.)	February 25, 2022	March 4, 2022	March 16, 2022
April 4, 2022	March 7, 2022	March 11, 2022	March 18, 2022	March 30, 2022
April 18, 2022	March 21, 2022	March 25, 2022	April 1, 2022	April 13, 2022
May 2, 2022	April 4, 2022	April 8, 2022	April 15, 2022	April 27, 2022
May 16, 2022	April 18, 2022	April 22, 2022	April 29, 2022	May 11, 2022
June 6, 2022	May 2, 2022	May 13, 2022	May 20, 2022	June 1, 2022
June 21, 2022 (Tues.)	May 16, 2022	May 27, 2022	June 3, 2022	June 15, 2022
July 6, 2022 (Wed)	June 6, 2022	June 10, 2022	June 17, 2022	June 29, 2022
July 18, 2022	June 21, 2022 (Tues.)	June 25, 2021	July 2, 2021	July 13, 2022
August 1, 2022	July 6, 2022 (Wed)	July 8, 2022	July 15, 2022	July 27, 2022
August 15, 2022	July 18, 2022	July 22, 2022	July 29, 2022	August 10, 2022
September 6, 2022 (Tues.)	August 1, 2022	August 12, 2022	August 19, 2022	August 31, 2022
September 19, 2022	August 15, 2022	September 26, 2022	September 2, 2022	September 14, 2022
October 3, 2022	September 6, 2022 (Tues.)	September 9, 2022	September 16, 2022	September 28, 2022
October 17, 2022	September 19, 2022	September 23, 2022	September 30, 2022	October 12, 2022
November 7, 2022	October 3, 2022	October 14, 2022	October 21, 2022	November 2, 2022
November 21, 2022	October 17, 2022	November 4, 2022	October 29, 2021	November 16, 2022
December 5, 2022	November 7, 2022	November 10, 2022	November 18, 2022	November 30, 2022
January 3, 2023	December 5, 2022	December 9, 2022	December 16, 2022	December 28, 2022

**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.







## 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: \_\_\_\_\_





### 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	Justin Page	225 NW Wilson	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 83647
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
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	Michael Blauer	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