



Oneida County Planning & Zoning Pre-Application Meeting Request Form

Pre-App Meeting Request Form

Oneida County offers commercial developers, builders, business owners, and property owners the opportunity to meet with our staff from various departments to discuss local codes, ordinances, processes, and requirements for their projects.

Pre-App meetings are a REQUIREMENT for most Planning Land Use applications.

Meetings provide answers to a wide range of development questions.

To arrange a pre-app meeting for your project, please fill out the pre-app request form and upload any documents you may have (site plan, floor plan, landscape plan, elevators, preliminary plat, etc.).

Note: A site /concept plan IS REQUIRED for all pre-app meetings. This plan can be a preliminary sketch/drawing and is not required to be professionally drawn. **Upon submittal, this form and its attachments will be considered public records and are subject to examination in accordance with Idaho Code 74 Chapter 1.**

Public Record Information

Note: Upon submittal, this form and its attachments will be considered public records and are subject to examination in accordance with Idaho Code 74 Chapter 1 **unless such project meets the exemption requirements in accordance with Idaho Code 74-107(6). Records gathered by a local agency or the Idaho Department of Commerce, as described in Chapter 7, Title 67, Idaho Code, for the specific purpose of assisting a person to locate, maintain, invest in, or expand business operations in the State of Idaho.**

*Required I have read the Public Information Section Note

Applicant/Project Contact Information

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Email:



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Does the Applicant/Project Contact own the property? Yes No

Do you have an Engineer's Contact Information? Yes No

Please list everyone who will be attending the meeting along with their title:

Please enter the first and last names of each meeting participant.

Project Information

Project Type:

Residential

Single-Family

Commercial

Other

Project Name



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Do you have any of the following? (Check applicable)

Street Address

Parcel Number

Other

Units/Lots

Unit and/or Lot Totals (Enter 0 if none)

of Lots

of Units

of Proposed Residential Lots

of Proposed Single-Family Attached Units

of Proposed Single-Family Detached Units

of Commercial Lots

of Industrial Lots

of Proposed Common Lots

Detailed Project Description

Current Zoning

Proposed Zoning

Current or Prior Use of Building/Tenant Space



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Building Information

Building Data (If applicable)

Single-Story (Single-Tenant Building)

Agricultural Building

No Buildings or Tenant Spaces

Please email your concept plan (required) to Rhonda Neal, P&Z Administrator at rneal@oneidaid.us

Signature

Date

OFFICE USE ONLY

Date Application Received: _____

Application Received by: _____

Commissioners Public Hearing Date: _____

Notice Published Date: _____

Notices Mailed Date: _____

Administrative fee \$50.00

Other Fees: _____

Date Fees Paid: _____

P&Z Public Hearing Date: _____