

# Hearing Level Applications

**PRE-APPLICATION MEETING:** If necessary. Required for subdivisions, zoning ordinance map/text amendments, planned communities & variances. Also helpful for larger projects and for applicants who are unfamiliar with Ada County Code.



**NEIGHBORHOOD MEETING:** Required for all Conditional Use Permits, Subdivisions, Variances & Zoning Ordinance Map Amendments. Applicant must hold meeting prior to application acceptance & no earlier than 6 months prior to acceptance. Applicant must invite all property owners within 300 ft or 1,000 ft. depending on the location and type of project, as well as any area neighborhood associations registered with Ada County.



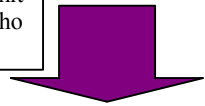
**APPLICATION SUBMITTAL:**  
1. Project # is recorded by staff.  
2. Staff performs initial data entry.  
3. Application is assigned to Planner.



**COMPLETENESS REVIEW:** Assigned planner researches the proposal to make sure the applicant has submitted all required information & has followed the correct procedures. Once the applicant has done so, the planner sends written notice to the applicant concerning the fee and the number of attachment copies for agency transmittal & Planning & Zoning Commission the applicant will need to submit.



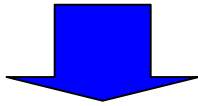
**SCHEDULE HEARING DATE:**  
The assigned planner determines the P&Z or BOCC hearing date depending upon whether or not the subject is located within an area of city impact. Cities require the following length of notice:  
**Garden City AOI, Eagle AOI, Kuna AOI & Star AOI: 45 days**  
**Boise AOI & Meridian AOI: 30 days**  
Hearings must be scheduled within 60 days of acceptance.  
Note: Although Ada County Code requires a 15-day notice for sites located outside Areas of City Impact, the legal publication and staff report due dates precede that time frame. The department needs at least **20 days** in order to transmit and publish the legal notice in The Idaho Statesman.



**OFFICIAL ACCEPTANCE LETTER TO APPLICANT:**  
Assigned planner issues on or before transmittal date for all hearing & staff



**TRANSMIT TO AGENCIES:**  
(3-week comment period.)  
1. Application  
2. Applicant's Statement  
3. Site Plan  
4. Vicinity Map



**PUBLICATION OF LEGAL DESCRIPTION** in The Idaho Statesman: Pertains to all hearing level applications. Usually done the Tuesday 2 weeks prior to the scheduled hearing. Newspaper deadlines apply, so notification is sent approximately 20 days before the hearing.  
**IDAHO STATUTES REQUIRE PUBLICATION 15 DAYS PRIOR TO PUBLIC HEARING.**



**RADIUS NOTICE:** Written notice mailed to property owners within 300 ft. or 1,000 ft. Done 4 weeks prior to the scheduled hearing. **IDAHO STATUTES REQUIRE NOTICES TO BE MAILED 7 DAYS PRIOR TO PUBLIC HEARING.**

**SITE NOTICE:** Posted the Wednesday 1 week prior to the public hearing.  
**MUST BE POSTED 7 DAYS BEFORE PUBLIC HEARING.**

**PUBLIC SERVICE ANNOUNCEMENTS:** (PSAs) Released the Wednesday 1 week before hearing. Applies to all Zoning Ordinance Amendments. Repeated for each time proposal is heard.

**PUBLIC HEARING.**  
At P&Z level decision must be made within 120 days. If proposal must go before P&Z and BOCC, steps beginning at TRANSMIT TO AGENCIES must be repeated.

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