



City of Twin Falls
Planning & Zoning Department
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Policy Letter

Zoning Applications Involving Public Hearings

Effective, July 1, 2018 the Planning & Zoning Department will establish a policy instituting firm deadline dates with regards to applications requiring a Public Hearing. The Application Deadline, and the corresponding Public Hearing dates are published on the attached list, and will be available on our City website (www.tfid.org).

The timeframe between Application Deadline and the Public Hearing will take 42 days. This time will be used by staff to verify a complete application, review the project for extraordinary impacts, coordination of reviews with other departments, and follow the notification requirements per state statute.

As part of the firm deadline dates, we have developed a list of general rules which will be followed during the process.

1. The Application Deadline date means end of business day (5:00 PM) on the date listed. Applications received after this time will be placed on the list for the next meeting.
2. Incomplete Applications will be returned after one (1) attempt to reconcile the deficiency.
3. Applications will be scheduled in the order they are received. If two (2) or more related items are scheduled for the same meeting the applicant may request to have the items grouped.
4. Failure to provide, or respond to requests for information by City Staff may result in the application being delayed until the next possible public hearing date.
5. Other items may need to be added to this list as we begin working with this system.

Applications for *Zoning Development Agreements* may not strictly follow this schedule due to their complexity. However, it is anticipated all other zoning actions requiring a Public Hearing will follow this 42 Day timeline.

It is our goal to lessen the delay on projects while providing an open, transparent forum for effected parties of development to voice their concerns. Questions may be directed to the Planning & Zoning Department at 208.735.7267.



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