



PLANNING & ZONING ADMINISTRATION

700 Bank Street, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 753-1011

REQUIRED NOTICE MATERIALS TO SUBMIT FOR PUBLIC NOTICE **ADJACENT PROPERTY OWNERS (APO) MAILING LIST**

As part of your application, please submit the following materials to the Shoshone County Planning Administration.

ASSESSOR'S MAP(S) - The Section or Township map that shows your project parcel and all surrounding parcels that are within 300 feet of the boundaries of the subject parcel. If you, or your Agent, have ownership in any parcel that abuts a boundary of the project parcel, the 300 foot requirement has to be determined by beginning at the outermost boundary of your abutting parcel. Distinctly identify your project site by outlining or highlighting it in color.

You can obtain copies of the number of maps you need at the Assessor's Office, Shoshone County Courthouse. Depending on the location of your project, you may need more than one Section map: the Assessor's Office staff can assist you.

OWNER/ADDRESS LIST - Using the information from the Assessor's map(s), prepare a list of the names and addresses of the owners of the surrounding parcels that have been identified in the paragraph above (Note: Variance applications require notification of bordering property ownership's only. All other applications require notification of all property ownership's within 300 feet).

Adjacent Property Ownership information packages can be obtained from a Title Company. If you submit property ownership information obtained from a Title Company, it must bear the date of preparation. If you do your own research to obtain the ownership information from the Assessor's Office, please fill out the following affidavit and include this page along with the map materials that you are submitting to the Planning Administration.

"I hereby certify, under penalty of perjury, that the owner/address information submitted to the Planning Administration was researched at the Shoshone County Assessor's Office on _____, 20____, and that it is true and correct to the best of my knowledge."

Applicant Signature

Date of Affidavit

Application File No.

MAILING LABELS - Submit one self-adhesive mailing label (approximately 3"x1") with the name and address typed or clearly printed in ink for:

- Each person identified under the Owner/Address List above, (Duplicate or multiple ownerships need only one label)
- The Owner, and
- The Owner's Representative/Engineer
- One set of mailing labels will be required for each public hearing.

MOST CURRENT INFORMATION - Dependent upon the length of time between submitting this information and the public hearing on your project, the Planning Department may request you to update the required hearing materials.