

ASSISTED CARE FACILITY CHECKLIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #140, Caldwell, ID 83605

www.canyonco.org/dsd.aspx

Phone: 208-454-7458

Fax: 208-454-6633



Assisted Care Facility: A commercial operation where adults help the aged and/or infirm care for themselves; a building housing any facility, however named, whether operated for profit or not, the purpose of which is to provide skilled nursing care and related medical services for two (2) or more individuals suffering from illness, disease, injury, deformity or requiring care because of old age. **CCZO 07-02-03**

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST:

<input type="checkbox"/>	Master Application completed and signed
<input type="checkbox"/>	Site Plan 8 ½" x 11" showing area and square footage of pickup and turnaround area, off street parking area, outdoor common area, fencing, signs, etc.
<input type="checkbox"/>	Floor Plan 8 ½" x 11" showing area and square footage of structure, use area and indoor common area
<input type="checkbox"/>	Detailed letter fully describing the request, hours of operation, days of operation, number of employees, maximum number of residents
<input type="checkbox"/>	Deed or evidence of property interest to all subject properties.
<input type="checkbox"/>	\$550 non-refundable fee

PROCESS: DIRECTOR'S DECISION

MASTER APPLICATION

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PROPERTY OWNER	OWNER NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. If owner(s) are a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.

Signature: _____ Date: _____

(AGENT) ARCHITECT ENGINEER BUILDER	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

SITE INFO	STREET ADDRESS:
	PARCEL #: LOT SIZE/AREA:
	LOT: BLOCK: SUBDIVISION:
	QUARTER: SECTION: TOWNSHIP: RANGE:
	ZONING DISTRICT: FLOODZONE (YES/NO):

HEARING LEVEL APPS	<input type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> COMP PLAN AMENDMENT <input type="checkbox"/> CONDITIONAL REZONE
	<input type="checkbox"/> ZONING AMENDMENT (REZONE) <input type="checkbox"/> DEV. AGREEMENT MODIFICATION <input type="checkbox"/> VARIANCE > 33%
	<input type="checkbox"/> MINOR REPLAT <input type="checkbox"/> VACATION <input type="checkbox"/> APPEAL
	<input type="checkbox"/> SHORT PLAT SUBDIVISION <input type="checkbox"/> PRELIMINARY PLAT SUBDIVISION <input type="checkbox"/> FINAL PLAT SUBDIVISION

DIRECTORS DECISION APPS	<input type="checkbox"/> ADMINISTRATIVE LAND DIVISION <input type="checkbox"/> EASEMENT REDUCTION <input type="checkbox"/> SIGN PERMIT
	<input type="checkbox"/> PROPERTY BOUNDARY ADJUSTMENT <input type="checkbox"/> HOME BUSINESS <input type="checkbox"/> VARIANCE 33% >
	<input type="checkbox"/> PRIVATE ROAD NAME <input type="checkbox"/> TEMPORARY USE <input type="checkbox"/> DAY CARE
	<input type="checkbox"/> OTHER _____

CASE NUMBER:	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH

SITE PLAN & LETTER OF INTENT - CHECKLIST

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The site plan is a detailed GRAPHICAL description of existing and proposed site features. Include all applicable items on your site plan:

- | |
|--|
| <input type="checkbox"/> All existing and proposed structures and dimensions (i.e. 40'x30' shop, 20'x20' shed, 40'x50' house, 10' windmill, etc.) |
| <input type="checkbox"/> Infrastructure: well, septic, irrigation ditch, settling ponds, drainage swales, etc. |
| <input type="checkbox"/> Transportation: parking, loading areas, driveways, etc. adjacent driveways, roads, highways or other accesses |
| <input type="checkbox"/> Easement locations and dimensions |
| <input type="checkbox"/> Setbacks from property lines, section lines, collectors and arterial roads and/or building envelope |
| <input type="checkbox"/> Areas of steep slopes, wetlands, and/or floodplain |
| <input type="checkbox"/> Existing or proposed fences |
| <input type="checkbox"/> Signs |
| <input type="checkbox"/> Major landscaping or hardscaping, such as large trees, berms, or retaining walls, water features |
| <input type="checkbox"/> Areas of activity, outdoor seating, food vendor area, stockpiling, open pit, etc. |
| <input type="checkbox"/> Any other site features worth noting |

The Letter of Intent is a detailed WRITTEN description of proposed and existing uses at the site. Include all applicable items in your letter:

- | |
|---|
| <input type="checkbox"/> A description of the proposed use and existing uses |
| <input type="checkbox"/> A description of the proposed request and why it is being requested |
| <input type="checkbox"/> Expected traffic counts and patterns |
| <input type="checkbox"/> Phasing of development |
| <input type="checkbox"/> How proposed use may affect neighboring uses |
| <input type="checkbox"/> A description or further explanation of the site features (see site plan list above) |
| <input type="checkbox"/> Explanation of any other permits through other agencies that may be required |
| <input type="checkbox"/> Description of business operations, such as number of employees, hours of operation, delivery and shipping |
| <input type="checkbox"/> A description of how the proposed use is consistent with specific zoning criteria or comprehensive plan policies |
| <input type="checkbox"/> Any other items which may require further explanation |

DIRECTOR'S DECISION APPLICATION PROCESS

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1.

- DUE DILIGENCE BY APPLICANT (PARCEL INQUIRY OR PRE-APP MEETING)

2.

- SUBMIT APPLICATION & FEES TO DEVELOPMENT SERVICES

3.

- APPLICATION REVIEW BY STAFF

4.

- NOTIFICATION PERIOD TO AGENCIES & NEIGHBORS (15 DAYS) (if required)

5.

- DECISION PREPARATION BY STAFF

6.

- DIRECTOR APPROVAL

7.

- RECORDATION OF DOCUMENTS (if applicable)

8.

- APPEAL PERIOD