

## **HOME BUSINESS CHECKLIST**

### **CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT**

111 North 11<sup>th</sup> Avenue, #310, Caldwell, ID 83605

[zoninginfo@canyoncounty.id.gov](mailto:zoninginfo@canyoncounty.id.gov)

Phone: 208-454-7458

Fax: 208-454-6633



**HOME BUSINESS:** Any gainful business engaged in by a maximum of two (2) occupants of a dwelling unit and a maximum of three (3) adult employees. A home business may include, but not be limited to, professional services such as clerical, engineering, tax preparation, graphic design or web services; assembly of parts into salable items, teaching of music and other instruction like occupancies. **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, type of business or service, number of employees, hours and days of operation, number of pickups and deliveries, number of customers, clients
<input type="checkbox"/>	Deed or evidence of property interest to all subject properties.
<input type="checkbox"/>	<b>\$600 non-refundable fee</b>

1. Type of business or service: \_\_\_\_\_
2. Materials/products and amounts to be stored on site: \_\_\_\_\_ Location should be shown on the site plan.
3. Number of nonresident employees(max 3): \_\_\_\_\_
4. Hours of operation: \_\_\_\_\_ M-F \_\_\_\_\_ Sat \_\_\_\_\_ Sun
5. Gross square footage of dwelling \_\_\_\_\_
6. Gross square footage of area devoted to business \_\_\_\_\_ (maybe located in residence and or in an accessory structure up to a maximum of 1/3 of the structure).
7. Number of pickups and deliveries \_\_\_\_ per day/week.
8. Number of customers and clients \_\_\_\_ per day/week.

### **PROCESS: DIRECTORS DECISION**

# MASTER APPLICATION

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11<sup>th</sup> Avenue, #140, Caldwell, ID 83605

[www.canyonco.org/dsd.aspx](http://www.canyonco.org/dsd.aspx)

Phone: 208-454-7458

Fax: 208-454-6633



<b>PROPERTY OWNER</b>	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: \_\_\_\_\_

<b>(AGENT) ARCHITECT ENGINEER BUILDER</b>	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

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

<b>HEARING LEVEL APPS</b>	<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

<b>DIRECTORS DECISION APPS</b>	<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

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11<sup>th</sup> Avenue, #140, Caldwell, ID 83605

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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**

## **CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT**

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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