

PROPERTY BOUNDARY ADJUSTMENT - CHECKLIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605

zoninginfo@canyoncounty.id.gov Phone: 208-454-7458 Fax: 208-454-6633



Property lines of **UNPLATTED** parcels may be adjusted in accordance with the criteria outlined in **CCZO 07-10-17**

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST:

<input type="checkbox"/>	Master Application completed and signed
<input type="checkbox"/>	Detailed letter fully describing the request
<input type="checkbox"/>	Site Plan 8 ½" x 11" showing existing and proposed property lines and sizes, existing and proposed easements, access, setbacks from existing structures; a north arrow
<input type="checkbox"/>	Draft record of survey (not recorded)
<input type="checkbox"/>	Owner information and signatures are needed for all contiguous parcels/property owners
<input type="checkbox"/>	Deed or evidence of property interest to all subject properties
<input type="checkbox"/>	\$330 non-refundable fee

PROCESS: DIRECTORS DECISION

***Note: Adjusted parcels must meet zoning district size and setback requirements.*

MASTER APPLICATION

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



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

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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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