

## **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: 208-402-4164



**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="radio"/>	Master Application completed and signed
<input type="radio"/>	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="radio"/>	Floor Plan 8 ½" x 11" showing area and square footage of structure, use area and indoor common area
<input type="radio"/>	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="radio"/>	Deed or evidence of property interest to all subject properties.
<input type="radio"/>	<b>Non-refundable fee per adopted schedule</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

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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"/> DAYCARE
	<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:

All existing and proposed structures and dimensions (i.e. 40'X30' shop, 20'x20' shed, 40'x50' house, 10' windmill, etc. )
Infrastructure: well, septic, irrigation ditch, settling ponds, drainage swales, etc.
Transportation: parking, loading areas, driveways, etc. adjacent driveways, roads, highways or other accesses
Easement locations and dimensions
Setbacks from property lines, section lines, collectors and arterial roads and/or building envelope
Areas of steep slopes, wetlands, and/or floodplain
Existing or proposed fences
Signs
Major landscaping or hardscaping, such as large trees, berms, or retaining walls, water features
Areas of activity, outdoor seating, food vendor area, stockpiling, open pit, etc.
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:

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



Canyon County Development Services  
111 North 11<sup>th</sup> Avenue, #310  
Caldwell, Idaho 83605  
[www.canyoncounty.id.gov](http://www.canyoncounty.id.gov)  
208-402-4164

## AFFIDAVIT OF LEGAL INTEREST

I, \_\_\_\_\_ , \_\_\_\_\_  
(name) (address)  
\_\_\_\_\_  
(city) (state) (zip code)

being first duly sworn upon oath, depose and say:

1. That I am the owner of record of the property described on the attached application and I grant my permission to

\_\_\_\_\_  
(name) (address)  
to submit the accompanying application pertaining to the subject property.

2. I agree to indemnify, defend and hold Canyon County and its employees harmless from any claims to liability resulting from any dispute as to the statements contained herein or as to the ownership of the property, which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(signature)

STATE OF IDAHO )

ss

COUNTY OF CANYON )

On this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me \_\_\_\_\_,  
a notary public, personally appeared \_\_\_\_\_, personally known  
to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that  
he/she executed the same.

Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_