

## **SIGN PERMIT 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



**Sign permit:** A sign permit is required for signs in the agricultural zone that exceed 32s.f. and 10 feet in height and signs in commercial and industrial zones that exceed 64s.f. and 10 feet in height. **CCZO 07-10-13**

#### **THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST:**

<input type="checkbox"/>	Sign Application completed and signed
<input type="checkbox"/>	Site Plan 8 ½" x 11" showing parcel boundaries, existing structures, sign locations, etc.
<input type="checkbox"/>	Sign design 8 ½" x 11", showing sign dimensions, lighting, text, and other features
<input type="checkbox"/>	Highway District approval (if sign will be placed in highway right-of-way)
<input type="checkbox"/>	Detailed letter fully describing the types of signs, signs locations, interior/exterior lighting and other pertinent facts.
<input type="checkbox"/>	Deed or evidence of property interest to all subject properties.
<input type="checkbox"/>	<b>Non-refundable fee per adopted fee schedule</b>

1. A sign in the agricultural zoning district that exceeds 32s.f. and 10 feet tall or signs in commercial and industrial zoning districts over 64s.f. and 10 feet in height require a Director's Decision approval.
2. Wall signs and freestanding signs over 6 feet tall require a building permit to review for compliance with the building code. *(Please complete a building permit application)*
3. A Director's Decision requires neighbors within 600 feet of the parcel boundary to be provided notice of the application and are provided 15 calendar days to provide comments.

#### **PROCESS: DIRECTORS DECISION AND/OR BUILDING PERMIT**

# SIGN PERMIT APPLICATION

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PROPERTY OWNER	OWNER NAME:
	MAILING ADDRESS:
	PHONE: <span style="float: right;">EMAIL:</span>

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)  SIGN CONTRACTOR	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: <span style="float: right;">EMAIL:</span>

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

SIGN DIMENSIONS	HEIGHT	WIDTH	LENGTH	
	SQUARE FOOTAGE OF SIGN FACE			
	SIGN TYPE:	WALL	FREESTANDING	OTHER
	IS THE SIGN? (YES/ NO)	ILLUMINATED	HAVE MOVING PARTS	

CASE NUMBER:	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: <span style="float: right;">CK MO CC CASH</span>

# 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:

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

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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

