

# SHORT PLAT SUBMITTAL LIST

## 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



### ONLY USE THIS APPLICATION IF:

- A. The proposed subdivision does not exceed fourteen (14) lots,
- B. The proposed subdivision does not require construction drawing review for subdivision improvements,
- C. No major special development considerations are involved such as development in the floodplain, hillside development, etc., and
- D. All required information for both preliminary and final plat is complete and in acceptable form.

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

- |   |
|---|
| <input type="checkbox"/> Master Application completed and signed  |
| <input type="checkbox"/> Completed Application for Irrigation Plan Approval form  |
| <input type="checkbox"/> Detailed letter fully describing the request or project, include total number of lots, buildable lots, open space lots, size of lots, and how you will mitigate negative impacts |
| <input type="checkbox"/> Subdivision Worksheet  |
| <input type="checkbox"/> Irrigation Plan Application  |
| <input type="checkbox"/> Copy of Preliminary and Final Plat*  |
| <input type="checkbox"/> Private Road application (if internal roads are private) with additional \$80 fee  |
| <input type="checkbox"/> Easement reduction application (if requesting an easement width less than 60 feet) with additional fee per adopted fee schedule  |
| <input type="checkbox"/> Preliminary Drainage Plan*, if applicable  |
| <input type="checkbox"/> Preliminary Irrigation Plan*, if applicable  |
| <input type="checkbox"/> Preliminary Grading Plan*, if applicable   |
| <input type="checkbox"/> Final Drainage Plan*, if applicable  |
| <input type="checkbox"/> Final Irrigation Plan*, if applicable  |
| <input type="checkbox"/> Final Grading Plan*, if applicable   |
| <input type="checkbox"/> Deed or evidence of property interest to all subject properties  |
| <input type="checkbox"/> <b>Fees per adopted schedule + per/Lot + fee (if in City Area of Impact): non-refundable fees</b>  |

\* Submittal must include a full-size paper copy, an electronic copy in PDF format, and the CAD file (if a CAD file exists).

### NOTES:

1. Short plats follow the standard public hearing process with the preliminary plat being heard by the Planning and Zoning Commission or Hearing Examiner and the preliminary plat and final plat heard by the Board of County Commissioners.
2. Any conditions of approval given during the rezoning process, if applicable, must be addressed as part of submittal materials to ensure condition compliance is met.
3. After the plat is reviewed and found to be in compliance, an **additional five (5) paper copies of the final plat** may be required to be submitted.
4. Since other affected agencies have their own subdivision review process, it is highly recommended you approach agencies such as the local Highway District, local Fire Department, local Irrigation District, Idaho Department of Water Resources and Southwest District Health and meet regarding the proposed subdivision development prior to submittal to this department.

# MASTER APPLICATION

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<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

# SUBDIVISION WORKSHEET

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### GENERAL

1. **HOW MANY LOTS ARE YOU PROPOSING?**  
Residential \_\_\_\_\_ Non-buildable \_\_\_\_\_ Common \_\_\_\_\_
2. **AVERAGE LOT SIZE OF THE RESIDENTIAL PARCELS**  
\_\_\_\_\_ ACRES

### IRRIGATION

1. **IRRIGATION WATER IS PROVIDED VIA:**  
☐ Irrigation Well ☐ Surface Water
2. **WHAT PERCENTAGE OF THE PROPERTY HAS WATER?** \_\_\_\_\_ %
3. **HOW MANY INCHES OF WATER ARE AVAILABLE TO PROPERTY?** \_\_\_\_\_
4. **HOW DO YOU PLAN TO RETAIN STORM AND EXCESS WATER ON EACH LOT?**  
\_\_\_\_\_  
\_\_\_\_\_
5. **HOW DO YOU PLAN TO PROCESS STORM WATER / EXCESS IRRIGATION WATER PRIOR TO IT ENTERING THE ESTABLISHED DRAINAGE SYSTEM?**  
\_\_\_\_\_  
\_\_\_\_\_

### ROADS

1. **ROADS WITHIN THE DEVELOPMENT WILL BE:**  
☐ Public ☐ Private ☐ N/A

\* Private Road names must be approved by the County and the private road application submitted with the Preliminary Plat\*

### HILLSIDE DEVELOPMENT

1. **OF THE TOTAL LOTS REQUESTED, HOW MANY OF THE LOTS WILL CONTAIN SLOPES GREATER THAN 15%?**  
Residential \_\_\_\_\_ Non-Buildable \_\_\_\_\_ Common \_\_\_\_\_
2. **WILL THE PROPOSED ROAD (S) BE LOCATED WITHIN ANY AREA THAT HAS SLOPES GREATER THAN 15%?**  
☐ YES ☐ NO

\*If YES, a grading plan is required.

# **SUBDIVISION WORKSHEET**

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### **SUBDIVISIONS WITHIN AN AREA OF CITY IMPACT**

1. **WILL YOU BE REQUESTING WAIVERS OF SUBDIVISION IMPROVEMENT REQUIREMENTS FROM THE CITY?**  
☐ YES ☐ NO
2. **IF YES, WHICH WAIVERS WILL YOU BE REQUESTING?**  
☐ CURBS ☐ GUTTERS ☐ SIDEWALKS ☐ STREETLIGHTS ☐ LANDSCAPING

# IRRIGATION PLAN APPLICATION

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Applicant(s)	_____ Name		_____ Daytime Telephone Number
	_____ Street Address		_____ City, State      Zip

Representative Name	_____ Daytime Telephone Number / E-mail Address		
	_____ Street Address      City, State      Zip		

Location of Subject Property: \_\_\_\_\_  
Two Nearest Cross Streets or Property Address      City

Assessor's Account Number(s): R \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

This land:

- ☐ Has water rights available to it.
- ☐ Is dry and has no water rights available to it. If dry, please sign this document and return to the Development Services Department representative from whom you received it.

**Idaho Code 31-3805 states that when all or part of a subdivision is "located within the boundaries of an existing irrigation district or canal company, ditch association, or like irrigation water delivery entity ... no subdivision plat or amendment to a subdivision plat or any other plat or may recognized by the city or county for the division of land will be accepted, approved, and recorded unless:"**

- a. The appropriate water rights and assessment of those water rights have been transferred from said lands or excluded from an irrigation entity by the owner; or
- b. The owner, person, firm, or corporation filing the subdivision plat or amendment to a subdivision plat or map has provided underground tile or conduit for lots of one (1) acre or less, or a suitable system for lots of more than one (1) acre which will deliver water to those land owners within the subdivision who are also within the irrigation entity with the appropriate approvals:
  1. For proposed subdivisions located within negotiated area of city impact, both city and county zoning authorities must approve such irrigation system in accordance with Idaho Code Section 50-1306. In addition, the irrigation entity charged with the delivery of water to said lands must be advised regarding the irrigation system.

2. For proposed subdivisions outside of negotiated areas of city impact, the delivery system must be approved by the Planning and Zoning Commission and the Board of County Commissioners with the advice of the irrigation entity charged with the delivery of water to said lands.

To better understand your irrigation request, we need to ask you a few questions. A list of the map requirements follows the short questionnaire. **Any information missing information may result in the delay of your request before the Planning and Zoning Commission and ultimately the approval of your irrigation plan by the Board of County Commissioners.**

1. Are you within an area of negotiated City Impact? ☐ Yes ☐ No  
**If yes, please include a copy of approvals by the City Planning & Zoning Commission and City Council of your Irrigation Plan.**

2. What is the name of the irrigation and drainage entities servicing the property?

Irrigation: \_\_\_\_\_

Drainage: \_\_\_\_\_

3. How many acres is the property being subdivided? \_\_\_\_\_

4. What percentage of this property has water? \_\_\_\_\_

5. How many inches of water are available to the property? \_\_\_\_\_

6. How is the land currently irrigated? ☐ Surface ☐ Irrigation Well  
☐ Sprinkler ☐ Above Ground Pipe ☐ Underground Pipe

7. How is the land to be irrigated after it is subdivided? ☐ Surface ☐ Irrigation Well  
☐ Sprinkler ☐ Above Ground Pipe ☐ Underground Pipe

8. Please describe how the head gate/pump connects to the canal and irrigated land and where ditches and/or pipes go.

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9. Are there irrigation easement(s) on the property? ☐ Yes ☐ No

10. How do you plan to retain storm and excess water on each lot?

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11. How do you plan to remove the storm water /excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates)

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===== **Applicant Acknowledgement** =====

I, the undersigned, agree that prior to the Development Services Department accepting this application I am responsible to have all of the required information and site plans.

**I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior the Board's signature on the final plat.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Owner (Application Submitted)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Applicant/Representative (if not property owner) (Application Submitted)

Accepted By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Director / Staff

## **Irrigation Plan Map Requirements**

The irrigation plan **must be on a scalable map** and show all of the irrigation system including all supply and drainage structures and easements. Please include the following information on you map:

- 1Γ All canals, ditches, and laterals with their respective names.
- 2Γ Head gate location and/or point if delivery of water to the property by the irrigation entity.
- 3Γ Rise locations and types, if any.
- 4Γ Easements of all private ditches that supply adjacent properties (i.e. supply ditches and drainage ways).
- 5Γ Slope of the property in various locations.
- 6Γ Direction of water flow (use short arrows → on your map to indicate water flow direction).
- 7Γ Direction of wastewater flow (use long arrows -----→ on you map to indicate wastewater direction).
- 8Γ Location of drainage ponds or swales, anywhere wastewater will be retained on the property.
- 9Γ Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Also, provide the following documentation:**

- Γ Copy of any water users' association / agreement (s) that are currently in effect, which outlines water schedules and maintenance responsibilities.



# 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  |

# **PUBLIC HEARING LEVEL APPLICATION PROCESS**

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1.

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

2.

- NEIGHBORHOOD MEETING (HOSTED BY APPLICANT)

3.

- SUBMIT APPLICATION & FEES TO DEVELOPMENT SERVICES

4.

- STAFF REVIEW OF APPLICATION AND SCHEDULE FOR PLANNING AND ZONING COMMISSION HEARING

5.

- NOTIFICATION PERIOD TO AGENCIES, NEIGHBORS AND PUBLIC (30-60 DAYS)

6.

- STAFF REPORT PREPARATION

7.

- PLANNING & ZONING COMMISSION HEARING (THURSDAY EVENINGS)

8.

- SCHEDULE BOARD OF COUNTY COMMISSIONER'S HEARING (~4 WEEKS)

9.

- RE-NOTIFICATION PERIOD TO AGENCIES, NEIGHBORS AND PUBLIC

10.

- BOARD OF COUNTY COMMISSIONERS HEARING (DAY MEETINGS)

11.

- REQUEST FOR RECONSIDERATION



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## 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: \_\_\_\_\_