

# PRIVATE ROAD NAME 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



**Private roads serving more than 2 permanent dwellings or inhabited buildings shall be named and signed. CCZO 07-10-03 (3.A.5)**

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

I am applying for: ☐ New Private Road Name ☐ Change an Existing Private Road Name

- ☐ Master Application completed and signed
- ☐ Site plan, sketch, or record of survey with easement length, width, location, configuration, and the two nearest cross streets. **The easement or right-of-way parcel that is intended for the private road MUST BE HIGHLIGHTED!**
- ☐ Name Change Application (if changing the name of an existing private road)
- ☐ A printed list of names and addresses of all persons having legal right to use the private road
- ☐ A copy of the Road Name verification from Canyon County Development Services, usually an email (**see #2 below**)
- ☐ A list proposing a minimum of 5 distinct road names in preferential order, i.e. first choice as number one, etc
- ☐ A copy of the easement legal description and Road User's Maintenance Agreement (RUMA)
- ☐ Easement Reduction application (if requesting an easement less than 60 feet wide down to 28 feet)
- ☐ Your engineers certification that road meets the minimum County Private Road requirements and proof the sign has been installed is required before the certificate of occupancy is issued, record of survey or platting is approved
- ☐ **Non-refundable fee per adopted fee schedule.**

### NOTES:

1. The purpose of this application is to ensure the public health, safety, general welfare, peace, good order, comfort and convenience of the county and provide a coordination of street names and numbering grid system, coordination of addresses for quick efficient delivery of emergency services and administration of enforcement by defining powers and duties of the director.
2. **Prior to submitting this application please propose a minimum of five (5) distinct road names in preferential order to [GISAddressing@canyoncounty.id.gov](mailto:GISAddressing@canyoncounty.id.gov), so the proposed names can be checked to verify they are not already used within the County.**
3. You may request a current and reserved road names list so you can verify on your own if your proposed road name is used or reserved. The current and reserved road name list are in excel format (.xlsx). You may also download the list from our website, named "Current Road Names Table Public.pdf" located under the GIS tab; <https://www.canyoncounty.id.gov/elected-officials/commissioners/dsd/dsd-gis/>. Proposed road names will only be reserved once we have received an application and fees are paid. Reserved private road names for land divisions or a private road requirement due to building permit, will only be reserved for a period of sixty (60) days. After the sixty (60) day time period, the reservation will expire and you will need to re-apply. Reserved private names for a subdivision plat will be reserved for two (2) years.
4. **Words that are difficult to spell or pronounce are generally prohibited.** The Director may reject a street name if the street name is found to be vulgar, rude or offensive. Private road names cannot be first, last names, or initials. Proposed roads names cannot use words, sound alike or similar spelling from an existing road name. If the parties who have the legal right to utilize the road cannot agree on a name, the Development Services Director will take suggestions from all parties and make the final decision and approval. (§ 06-05-13(13))
5. Please note that the County makes every effort to notify public and private agencies of new address, address changes or new private roads. The County cannot guarantee the agencies will update their records to reflect this new address, address change or new private road. It is suggested that you make "Suggested Edits" on Google Maps to update your new private road and new addresses.

# MASTER APPLICATION

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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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

**PRIVATE ROAD NAME APPLICATION**  
**CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT**

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**Addressing Ordinance CCZO 06-05-09(2B) & 06-05-11(1, 3):** All street names shall be approved by the Director within the unincorporated area of the County designated for addressing by the County. The right to use a street or private road name, its accompanying street designation and right to install a sign for a street. Proposed street and private road names for new subdivisions, proposed new private roads.

Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Please Print Name

Applicant Mailing Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Location of Private Road: \_\_\_\_\_  
Two Nearest Cross Streets

Parcel Number of owner requesting private road name: \_\_\_\_\_

The following must be provided as part of this application:

1. A dimensioned sketch showing the location, configuration and length of the private road.
2. A typewritten or printed list of names and addresses of all persons having a legal right to use the road. (They must sign below.)
3. A list containing a minimum of three proposed road names in preferential order, i.e. first choice as number one, etc. If proposed are private roads, the street type must be Lane.

- a. First Choice: \_\_\_\_\_
- b. Second Choice: \_\_\_\_\_
- c. Third Choice: \_\_\_\_\_

**If project requires multiple road names provide road names use this section. Mark on sketch which road names belongs to each road segment. If more than three road names are needed, please write them on a separate piece of paper. If proposed are private roads, the street type must be Lane.**

- d. First road name : \_\_\_\_\_
- e. Second road name: \_\_\_\_\_
- f. Third road name: \_\_\_\_\_

**NOTE:** Words that are difficult to spell or pronounce are generally prohibited. The Director may reject a street name if the street name is found to be vulgar, rude or offensive. Private road names cannot be first, last names, or initials. Proposed roads names cannot use words, sound alike or similar spelling from an existing road name. If the parties who have the legal right to utilize the road cannot agree on a name, Development Services Department will take suggestions from all parties and make the final decision and approval. (§ 06-05-13(13)).

Please note that the County makes every effort to notify public and private agencies of new address, address changes or new private roads. The County cannot guarantee the agencies will update their records to reflect this new address, address change or new private road. It is suggested that you make "Suggestion Edits" on Google Maps to update your new private road and new addresses.

We, the undersigned, declare that we are owners of all or portions of the land upon which the private road lies or have legal right of ingress and egress upon said road. We understand that we are responsible for the purchasing of a **blue private road sign** of a design approved by the Board of County Commissioners, and installed in accordance with the most current edition of the Manual Of Uniform Traffic Control Devices. ***We further understand that existing addresses, including the applicant's address (if applicable, meaning they own property on or have an address along the private road to be named), will be changed as a result of naming this private road. During the administrative division process, lots will be addressed from the new private road***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Primary Applicant/Property Owner Application Date

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant/Property Owner

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant/Property Owner

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant/Property Owner

*(Please attach additional sheets if more signatures are required)*

**We acknowledge that it is the applicant's responsibility to contact all property owners associated with the private road, including those with legal rights through an easement. The applicant must ensure that all affected property owners are informed and given the opportunity to participate.**

Primary Applicant Initials: \_\_\_\_\_

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

Office Use Only:	Case #:	Received by:	Date:	Fees:	Receipt #:

# 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  |



Canyon County Development Services  
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Caldwell, Idaho 83605  
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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: \_\_\_\_\_



# DEVELOPMENT SERVICES DEPARTMENT

## GENERAL SERVICES, APPLICATIONS, AND PERMITS

Property Specific Zoning Inquiry	\$75
Entitlement Status, per parcel (deposit only, additional surveyor & title report fees may apply)	\$150
Property Specific Consultation Meeting with Planner	\$50
County Surveyor, if required (per hour)	\$150
Completeness Review (per review, after 2)	\$75
Certificate of Zoning Compliance	\$100
Agricultural Exempt Permit	\$135
Flood Plain Development Permit (engineering fees may also apply)	\$150
Appeal to the Board of County Commissioners	\$750
Board of County Commissioners Remand to Planning and Zoning Commission	\$750
Agricultural Protection Area Designation	\$1400

## NOTIFICATION

Administrative Level Cases Notification	\$100
Public Hearing Level Cases Notification (1 Hearing)	\$350
Public Hearing Level Cases Notification (2 Hearings)	\$600
Re-notification (per hearing)	\$350

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Case Mapping (Fee per case set)	\$50
Addressing	\$75
External Map Request (Per hour)	\$50

## ADMINISTRATIVE LEVEL APPLICATIONS

*\*May require entitlement verification if not previously completed*

### **Type "A"**

**\$425**

- Assisted Care Facility
- Bed and Breakfast w/employees
- Day Care Facility
- Firewood Sales
- Home Business
- Quasi-Public Use
- Signs (when exceeding height/size requirement)
- Variance (33% or less)
- Property Boundary Adjustment
- Temporary Use Residence permit
- Frontage, Easement and/or Road Lot Reduction

### **Road Name Change**

### **Type "B"**

**\$775**

- Administrative Land Division
- Relocation of Building Permit
- Non-viable Agricultural Division
- Simple Changes to a Recorded Plat
- Mineral Extraction (Short-Term)

### **Private Road**

- Public Service Agency Telecommunication Facilities exceeding 75'
- Utility Facility
- Winery/Brewery/Distillery

# DEVELOPMENT SERVICES DEPARTMENT

## PUBLIC HEARING APPLICATIONS

*\*May require entitlement research if not previously completed*

### PLANNING

Conditional Use Permit (CUP)/Conditional Use Permit Modification	\$1200
Conditional Use Permit Gravel Extraction	\$2400
Comprehensive Plan Map Amendment	\$3200
Rezone (or Conditional Rezone)	\$1250
+ if >10 acres, \$ per acre	\$40
Development Agreement (DA) ( <i>*add to any Rezone with conditions; includes &lt; 1 hour County legal time</i> )	\$500
County Legal time < 1 hour	actual cost
Time Extension for CUP or Development Agreement	\$750
Variance Greater than 35%	\$950
Zoning Ordinance Text Amendment	\$4600
Comprehensive Plan Text Amendment	\$4600
Planned Unit Development	BOCC resolution required
Solar or Wind Farm Development	BOCC resolution required
Short Plat (No Improvements Required)	\$1000
+ Conformity Review with Development Agreement (if applicable)	\$125
Plat Vacation	\$600
Preliminary Plat	\$1550
+ per lot fee if >29 lots	\$20
+ Conformity Review with Development Agreement (if applicable)	\$250
Final Plat	\$700
+ per lot fee if >29 lots	\$20
+ Conformity Review with Development Agreement (if applicable)	\$125
Minor Replats or Amendments	\$500

### ENGINEERING

Contract/External Engineering Services (per hour)	actual cost
Preliminary Plat	\$900
+ Per Lot	\$20
+ Area of City Impact Review (if applicable)	\$200
Final Plat	\$500
+ Per Lot	\$20
+ Area of City Impact Review (if applicable)	\$200
Short Plat & when no improvements are required	\$600
+ Per Lot	\$20
+ Area of City Impact Review (if applicable)	\$200
Plat Vacation	\$900
Plat re-review (per review, after 2)	\$600
Minor Replats and Amendments	\$400
Flood plain specialized engineering review (per hour)	\$175
Private Road Review	\$400
Hillside Review	\$325
Grading/Drainage Review	\$200.00 for no engineered drainage facility \$500 for 1 engineered drainage facility Additional drainage facilities > 1; \$115 per facility



# DEVELOPMENT SERVICES DEPARTMENT

## **CODE ENFORCEMENT**

Administrative Fee for Re-inspections (Per Inspection, After Two)	\$50
Administrative Fee for Filing of Certificate of Non-Compliance	\$500
Administrative Fee for Contracted Abatements	\$750

## **PRINTED DOCUMENTS**

Printed Comprehensive Plan	\$20
Printed Zoning Ordinance	\$20
Printing of Maps 18 X 24 (per page)	\$4
Printing of Maps 24 X36 (per page)	\$6

## **NOTES**

1. *Fees are additive based on services provided and application type. A case may require multiple fees, including but not limited to, case specific entitlement verification, planning, engineering, notification, and GIS.*
2. *Fees will not be reduced based on number of applications submitted.*
3. *Fees do not include the following, when required, which the applicant is required to pay after costs are determined:*
  - a. *Bonding for Improvements*
  - b. *Actual expenses incurred for contracted engineering review and/or inspections (plat/plan review, improvement inspections, etc.)*
  - c. *County surveyor time*
  - d. *County legal time in excess of 1 hour, if case specific*
4. *Refund Policy: Up to 75% of unused fees will be refunded if requested within seven (7) days of application acceptance. No refunds will be given if request is after seven (7) days of application acceptance.*
5. *Fee Waivers: An applicant may request, in writing, a fee waiver in accordance with § 07-04-05 of the CCZO.*
6. *Applications requiring fees not specifically listed above will be calculated at the discretion of the Director based upon the most comparable fee established in this resolution.*