



# **FINAL PLAT**

## **PUBLIC HEARING - CHECKLIST**

### **FINAL PLAT - CCZO Section 07-02-03**

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION TO BE DEEMED COMPLETE (PLEASE CHECK OFF THE ITEMS REQUIRED):**

<b>Description</b>	<b>Applicant</b>	<b>Staff</b>
Master Application completed and signed		
Copy of Final Plat: 1 Hard Copy, 1 Digital		
Final Drainage Plan, if applicable		
Final Irrigation Plan, if applicable		
Final Grading Plan, if applicable		
Completed Final Plat Checklist		
As-Built or Record Drawings if applicable CCZO §07-17-29(3)		
Condition Compliance Proof (Conditional Rezone/D.A.)		
Proof of approval from:		
Southwest District Health		
Irrigation District		
Fire District		
Highway District/ Idaho Transportation Dept.		
City Impact Area		
Bonding Instructions		
Deed or evidence of property interest to the subject property		
<b>Fee: Per Adopted Fee Schedule + Per lot fee + for Area of City Impact Fee</b>		
<b>**Fees are non-refundable**</b>		

**\*DISCLAIMER: The subject property shall be in compliance with the public nuisance ordinance, the building code and the zoning code before the Director can accept the application.**

### **NOTES:**

1. Any conditions of approval given during the rezoning or preliminary plat process, if applicable, must be addressed as part of submittal materials to ensure condition compliance is met.
2. Evidence that all improvements have been completed or bonded per CCZO §07-17-29(4) must be submitted after construction drawing approval and before the final plat signature by the Board of County Commissioners.



# FINAL PLAT

## PUBLIC HEARING - MASTER APPLICATION

<b>PROPERTY OWNER</b>	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
<p><b>I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. If the owner(s) is a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.</b></p> <p>Signature: _____ Date: _____</p>		

<b>APPLICANT: IF DIFFERING FROM THE PROPERTY OWNER</b>	APPLICANT NAME:	
	COMPANY NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:

<b>SITE INFO</b>	STREET ADDRESS:	
	PARCEL NUMBER:	
	PARCEL SIZE:	
	NUMBER OF LOTS:	
	PROPOSED SUBDIVISION NAME:	
	FLOOD ZONE (YES/NO)	ZONING DISTRICT:

### FOR DSD STAFF COMPLETION ONLY:

CASE NUMBER	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH



Canyon County, 111 North 11<sup>th</sup> Avenue, #310, Caldwell, ID 83605

▪ Engineering Division ▪

## Final Plat Check-List

<b>Applicant:</b>	<b>Case Number:</b>
<b>Subdivision Name:</b>	<b>Plat Date:</b>

### CANYON COUNTY CODE OF ORDINANCES 07-17-13 (1-6)

The information hereinafter required as part of the preliminary plat submitted shall be shown graphically or by note on plans, and may comprise several sheets showing various elements or required data.

<b>1. METHOD &amp; MEDIUM OF PRESENTATION</b>	<b><u>Meets Code / Comments</u></b>
A. All plats to be recorded shall be prepared on a drafting medium in accordance with Requirements of Idaho Code Title 55, Chapter 19, paragraph (1) for Records of Survey Maps.	
B. The plat shall be drawn to an accurate scale of not more than one hundred feet to an inch (1"=100') unless otherwise approved by DSD <i>prior to submission</i> .	
C. The final plat drawing shall be additionally submitted in digital form approved by the Director.	
<b>2. IDENTIFICATION DATA REQUIRED</b>	
A. A title which includes the name of the subdivision and its location by number of section, township, range and county shall be placed together at one location at the top of the sheet and generally centered.	
B. Name, address and official seal of the surveyor preparing the plat.	
C. North arrow.	
D. Date of preparation.	
E. Revision block showing dates of any revisions subsequent to the original preparation date. The revision block shall be part of the title block which shall be placed along the right edge of the drawing.	

<b>3. SURVEY DATA REQUIRED</b>	<b><u>Meets Code / Comments</u></b>
<p>A. Boundaries of the tract to be subdivided and the interior lots are to be fully balanced and closed, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.</p> <ul style="list-style-type: none"> <li>• <i>Check boundary measurements on plat with legal description measurements, verify they are the same</i></li> <li>• <i>Request closure report be sent along with final plat when it gets routed to the County Surveyor. Closure report should include the metes and closure error ratio for each individual lot and the metes and closure error ratio for the exterior boundary of the subdivision.</i></li> </ul>	
B. Any excepted lots within the plat boundaries shall show all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.	
<p>C. Basis of bearing on the plat shall be referenced.</p> <ul style="list-style-type: none"> <li>• <i>Make sure it matches the legal description</i></li> <li>• <i>Reference to point of beginning</i></li> </ul>	

<b>4. DESCRIPTIVE DATA REQUIRED</b>	<b><u>Meets Code / Comments</u></b>
A. Name, right-of-way lines, courses, lengths, width of all private and public streets, alleys, pedestrian ways and utility easements.	
B. All drainage ways.	
<p>C. All easements provided for public services or utilities and any limitations of the easements.</p> <ul style="list-style-type: none"> <li>• <i>Applicable description for easements</i></li> </ul>	
D. All lots and blocks shall be numbered throughout the plat in accordance with Idaho Code. "Exceptions", "tracts", and "private parks" shall be so designated, lettered or named and clearly dimensioned.	
E. All sites to be dedicated to the public will be indicated and the intended use specified.	
F. All roads must be labeled as either "private" or "public" behind or beneath the road name.	
G. The area of each lot shall be stated in acres and decimals thereof.	
H. The statement from Idaho Code 22-4503 or any later amended statutory language shall appear on all final plats located in a zone where agricultural uses are allowed or permitted.	
I. A note as to the type of sewage disposal facilities to be provided.	

J. A note as to the type of water supply facilities to be provided.	
K. Required section and quarter-section line setbacks.	
<b>5. DEDICATION AND ACKNOWLEDGMENT</b>	<b><u>Meets Code / Comments</u></b>
A. A statement of dedication of all streets, alleys, pedestrian ways and other easements for public use by the person holding title of record and by person holding title as vendees under land contract.	
B. Acknowledgement of dedication: The dedication referred to in Section 07-18-17 of this Chapter shall be in the form of a certificate acknowledged in accordance with Idaho Code 50-1309.	
<b>6. REQUIRED CERTIFICATIONS</b>	<b><u>Meets Code / Comments</u></b>
A. Landowner's signature.	
B. Certification by a surveyor stating that the plat is correct and accurate and that the monuments described in it have been located as described. <i>Make sure stamp is signed and dated.</i>	
C. Certification of plat approval by the County Surveyor.	
D. Certification of plat approval by the Board.	
E. Approval or certification of comment by impacted agencies that may include: Highway Districts, Health Department, the City when the development is in an area of City Impact, Treasurer, Recorder, and State and Federal agencies having jurisdiction.	



## AGENCY ACKNOWLEDGMENT

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

### **SIGNATURES DO NOT INDICATE APPROVAL OR COMPLETION OF OFFICIAL REVIEW.**

The purpose of this form is to facilitate communication between applicants and agencies so that relevant requirements, application processes, and other feedback can be provided to applicants early in the planning process. Record of communication with an agency regarding the project can be submitted instead of a signature. After the application is submitted, impacted agencies will be sent a hearing notification by DSD staff and will have the opportunity to submit comments.

#### **Southwest District Health:**

☐ Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Southwest District Health Representative  
(This signature does not guarantee project or permit approval)

#### **Fire District:**

District: \_\_\_\_\_

☐ Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Fire District Representative  
(This signature does not guarantee project or permit approval)

#### **Highway District:**

District: \_\_\_\_\_

☐ Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Highway District Representative  
(This signature does not guarantee project or permit approval)

#### **Irrigation District:**

District: \_\_\_\_\_

☐ Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized Irrigation Representative  
(This signature does not guarantee project or permit approval)

#### **Area of City Impact**

City: \_\_\_\_\_

☐ Applicant submitted/met for informal review.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Authorized AOCI Representative  
(This signature does not guarantee project or permit approval)

**DISCLAIMER: THIS ACKNOWLEDGMENT IS ONLY VALID SIX MONTHS FROM THE DATE ISSUED**

AGENCY LOCATION AND CONTACT		
<b>Southwest District Health</b>		
Address		Phone Number
13307 Miami Lane, Caldwell		(208) 455-5400
<b>Highway Districts</b>		
Agency	Address	Phone Number
Canyon	15435 ID-44, Caldwell	(208) 454-8135
Golden Gate	500 Golden Gate Ave. E, Wilder	(208) 482-6267
Nampa	4507 12 <sup>th</sup> Ave Road, Nampa	(208) 467-6576
Notus-Parma	106 S. 4 <sup>th</sup> Str., Parma	(208) 722-5343
<b>Idaho Transportation Department</b>		
Address		Phone Number
11331 W. Chinden Blvd., Boise		(208) 334-8300
<b>Fire Districts</b>		
Agency	Address	Phone Number
Caldwell Rural	310 S. Seventh Ave., Caldwell	(208) 402-1041
Homedale Rural	120 S. Main St., Homedale	(208) 337-3450
Kuna Rural	150 W. Boise St., Kuna	(208) 922-1144
Marsing Rural	303 Main St., Marsing	(208) 896-4796
Melba Rural	408 Carrie Rex, Melba	(208) 495-2351
Middleton Rural	302 E. Star Blvd., Middleton	(208) 585-6650
Nampa Rural	820 Second Str. South, Nampa	(208) 468-5770
Parma Rural	29200 HWY 95, Parma	(208) 722-6753
Star Rural	11665 State Str., Suite B, Star	(208) 286-7772
Upper Deer Flat Rural	9500 Missouri Ave., Nampa	(208) 466-3589
Wilder Rural	601 Patriot Way, Wilder	(208) 482-7563
<b>Irrigation Districts</b>		
Agency	Address	Phone Number
Famer Cooperative Ditch Co/Si	PO Box 69, Parma	(208) 722-2010
Farmers Union Ditch Co	PO Box 1474, Eagle	(208) 870-7919
Black Canyon	474 Elgin Ave., Notus	(208) 459-4141
Boise-Kuna	129 N. School Ave., Kuna	(208) 922-5608
Boise project Board of Control	2465 Overland Road, Boise	(208) 344-1141
Eureka	21766 Howe Road, Caldwell	(208) 250-8000
Franklin Ditch Co	3401 W. Pine Ave., Meridian	(208) 466-3819
Middleton Mill Ditch Co	PO Box 848, Middleton	(208) 585-3207
Nampa-Meridian	1503 1 <sup>st</sup> Str. South, Nampa	(208) 466-7861
New York	6616 W. Overland Road, Boise	(208) 378-1023
Pioneer	3804 S. Lake Ave., Caldwell	(208) 459-3617
Pioneer-Dixie	19724 Dixie River Road, Caldwell	(208) 454-1559
Riverside	PO Box 180, Greenleaf	(208) 722-2010
Settlers	PO Box 7571, Boise	(208) 343-5271
Siebenberg Cooperative Ditch Co	PO Box 642, Parma	kchamberlain.fcdc@gmail.com
Wilder	709 Cleveland Blvd., Caldwell	(208) 459-3421
Mason Creek Ditch Co	1905 Mason Rd., Caldwell	johnmcavoy48@yahoo.com
Poor Boy Ditch Co	PO Box 395, Greenleaf	(208) 407-7681 (F) 498-9690
Canyon County Water Co./Flake Ditch	PO Box 11/PO Box 6, Star	(208) 455-1735
<b>City Impact Area</b>		
Agency	Address	Phone Number
Caldwell	621 Cleveland Blvd., Caldwell	(208) 455-3000
Nampa	500 12 <sup>th</sup> Ave. S., Nampa	(208) 468-4430
Middleton	1103 W. Main St., Middleton	(208) 585-3133
Parma	305 N. 3 <sup>rd</sup> St., Parma	(208) 722-5138
Melba	401 Carrie Rex Ave., Melba	(208) 495-2722
Greenleaf	20523 Whittier Dr., Greenleaf	(208) 454-0552
Notus	375 Notus Road, Notus	(208) 459-6212
Homedale	31 W. Wyoming Ave., Homedale	(208) 337-4641
Star	10769 W. State St., Star	(208) 286-7247
Wilder	107 4 <sup>th</sup> St., Wilder	(208) 482-6204

**DISCLAIMER: THIS ACKNOWLEDGMENT IS ONLY VALID SIX MONTHS FROM THE DATE ISSUED**



Canyon County, 1115 Albany Street, Caldwell, ID 83605  
(208) 454 7458    [Zoninginfo@canyoncounty.id.gov](mailto:Zoninginfo@canyoncounty.id.gov)    [www.canyoncounty.id.gov/dsd](http://www.canyoncounty.id.gov/dsd)

This letter is to inform you of Canyon County requirements regarding subdivision improvements.

Canyon County requires that all subdivision improvements must be either bonded or completed and certified by a registered professional engineer prior to the Board of County Commissioner's signature on the final plat.

Subdivision improvements consist of curbs, gutters, sidewalks, streetlights, paving, roads, irrigation, water, and sewer systems, and any other amenities within the subdivision.

If said items are completed prior to the Board's signature on the final plat, you must submit a letter from a registered professional engineer certifying that all improvements are constructed per code requirements and are completed. This letter must be stamped (sealed) by the engineer making the certification.

If said items are not going to be completed prior to the Board's signature on the final plat, they must be bonded.

Bonding Procedure (Canyon County Zoning Ordinance 07-17-29(4):

Developer obtains three (3) contractor bids for the estimated cost to construct the improvements.

Developer obtains a bond, irrevocable letter of credit, or other acceptable form of guarantee in the amount of 120% of the highest of the three (3) bid amounts.

Developer will submit the three (3) contractor bids and the bond, irrevocable letter of credit, or other acceptable form of guarantee in the amount of 120% of the highest of the three (3) bid amounts to Development Services Department (DSD).

If the internal roads are to be public, the Developer must bond these roads with the Highway District having jurisdiction and submit a copy of the bond to DSD.

DSD forwards these items to the Canyon County Prosecuting Attorney's Office for legal review.

Prosecuting Attorney reviews and approves bonding submittals.

DSD will secure the bonding instrument.

DSD requests a hearing date before the BOCC to consider signing the Final Plat.

DSD will release the bond only upon written request from the DSD Director. This will only occur when DSD has received a letter from a registered professional engineer certifying that all improvements included in the bond are complete. This letter must be stamped (sealed) by the engineer making the certification. The bonded improvements shall be constructed within two (2) years from the date of recordation of the final plat; provided, however, the Board may extend the period one year upon showing of just cause by the developer.

The scheduling of any payment to the developer will be in accordance with the County's current claim and payment schedule.

O:\Department Forms\Subdivisions\Bonding\Bonding Form Letter\Bonding Form Letter.doc  
Planning  
Zoning Building Code Enforcement

*Dedicated to providing quality, efficient and equitable service to the citizens of Canyon County by planning for orderly growth and development through consistent administration and enforcement of County Ordinances.*





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: \_\_\_\_\_



# 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*

<b>Type "A"</b>	<b>\$425</b>
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	
<b>Type "B"</b>	<b>\$775</b>
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.*