

PLAT VACATION SUBMITTAL LIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605

zoninginfo@canyoncounty.id.gov Phone: 208-402-4164



THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST:

<input type="checkbox"/>	Master Application completed and signed
<input type="checkbox"/>	Detailed letter of intent fully describing easements or lots to be vacated and reasoning
<input type="checkbox"/>	Deed or evidence of property interest to all subject properties
<input type="checkbox"/>	Non-refundable fee: per adopted fee schedule

PROCESS: PUBLIC HEARING

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"/> DAY CARE
	<input type="checkbox"/> OTHER _____

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

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



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 < 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.**