



# Entitlement Verification Request

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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

Email: [zoninginfo@canyoncounty.id.gov](mailto:zoninginfo@canyoncounty.id.gov) Phone: 208-402-4164

### Entitlement Verification Requests are for informational purposes only and are not binding on Canyon County.

The property research information presented by the Development Services Department (DSD) is based on the current ordinances and policies in effect on the date of the summary response, and based on your representations and information you provided about the subject property. The response is for informational purposes only and may change due to changed circumstances or facts, new facts, facts not available in the public record, and/or changes in ordinances or policy. **Note: Development Services does not provide deed or title search services. This must be provided by the applicant at the time of the request submittal.**

**Fee:** \$150.00 deposit fee per parcel number. \*Additional Fees may be required prior to issuance of the response to cover any needed surveyor review.

#### CONTACT INFORMATION:

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

EMAIL:

#### SITE INFORMATION:

ADDRESS:

CITY:

PARCEL NUMBER(S):

TOTAL ACREAGE:

#### SUBMIT THE FOLLOWING REQUIRED INFORMATION:

☐ **Title Company Report:** Provide a report (final, recorded document guarantee, premium report) completed within the past six (6) months, including copies of all recorded deeds (or instrument numbers), or other instruments of conveyance (e.g. deed of trust), for the property on or nearest to September 6, 1979 to present. The report may be in the form of a lot book report, and should include a chain of deeds dating to the last deed of record before the date of originality. The report should include the vested owner, current legal description, and legal description.

☐ **Site Plan:** Provide a site plan that shows existing property lines and structures, drawn to scale.

☐ **Affidavit of Legal Interest (Applicable if the contact is not the property owner)**

**QUESTIONS AND/OR REQUESTED INFORMATION:** (Provide a detailed description of the information you require. Please be as specific as possible.)

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#### Office Use Only

PARCEL INQUIRY #

FEE \$

DATE:



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: \_\_\_\_\_

## **FAQ**

### **Do I have an administrative land division available, or residential permit available?**

Possibly. That answer to this question will depend on whether the parcel in question is considered an original parcel or not. You may submit an entitlement verification request form for a response from DSD.

### **What is an entitlement verification request?**

An entitlement verification request is an evaluation by Development Services Department (DSD) to determine how many original parcels are described in a deed. An original parcel is recognized by the County for development purposes and subject to all applicable zoning, building, fire and health district regulations in effect at the time a development proposal is submitted to the County.

### **When is it appropriate to submit an entitlement verification request?**

If you are purchasing a parcel of land you want to be sure that the County will recognize the property for development purposes. Only the owner of the property, an agent for the owner, or a person with a contractual interest in the property may request an entitlement verification. You must be the property owner of a given parcel to submit an entitlement verification request or provide a notarized affidavit of legal interest from the current property owner.

If you own an unplatted parcel of land and are contemplating subdividing, or if you would like to sell unplatted land, an entitlement verification response will assist in establishing how many original parcels exist without going through the subdivision process.

### **What does the Title report need to include?**

First, you will need to obtain a title report, in the form of a lot book report, from a land title company. The report should, at a minimum, include the following information.:

- Vested property owner
- Current legal description
- Legal description prior to September 6, 1979
- Last deed of record and last deed prior to September 6, 1979

If the legal description today is different than the legal description prior to September 6, 1979, provide all deeds of record between the last deed of record and the last deed prior to the aforementioned date of originality.

### **Do I have to submit an entitlement verification form in order to apply for an administrative division?**

Yes. The entitlement verification application process provides the evidence required to determine if a land division is available.

### **What if I do not agree with the entitlement verification request response?**

An entitlement verification request response is provided as a service and is for informational purposes only and is not binding on Canyon County. The property research information presented by the Development Services Department (DSD) is based on the current ordinances and policies in effect on the

date of the summary response and based on your representations and information you provided about the subject property.

The response is for informational purposes only and may change due to changed circumstances or facts, new facts, facts not available in the public record, and/or changes in ordinances or policy.

**Key Terms and Dates:**

**Date of Originality:** September 6, 1979

**Original Parcel Definition:** A parcel of platted or unplatted land as it existed on September 6, 1979 (the effective date of the Zoning Ordinance 79-008), including any property boundary adjustments as defined in this chapter and any reduction in area due to creating a parcel for the exclusive use by Canyon County, a municipality within Canyon County, a local highway district, Idaho Transportation Department, utility company or corporation under the jurisdiction of the Idaho Public Utilities Commission, or other local, State, or Federal agency.

**Parcel:** A tract of land described by metes and bounds, chains, rods, or aliquot parts or by lot and block. Land that is described by metes and bounds that includes all or parts of multiple, preexisting parcels or portions of platted lots, all of which are not separately defined or labeled as separate parcels or lots, shall be considered one parcel.



# 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>  | \$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   |       |
| <b>Type "B"</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<br>\$500 for 1 engineered drainage facility<br>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.*