

ADMINISTRATIVE LAND DIVISION - CHECKLIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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

www.canyoncounty.id.gov Phone: 208-402-4164



Check appropriate application type:

- ☐ Administrative Land Division of "A" (Agricultural) land in accordance with CCZO §07-18-01
 - Less than 80 acres: Two (2) residential parcels
 - 80 to 119 acres: Three (3) residential parcels
 - More than 120 acres: Four (4) residential parcels
- ☐ Administrative Land Division of original parcels in all other Zones in accordance with CCZO §07-18-01(1)B.
- ☐ Administrative Division and Relocation of Building Permits Between Contiguous Parcels in an Agricultural Zone in accordance with CCZO §07-18-05.
- ☐ Administrative Division of a Nonviable Parcel in an Agricultural Zone in accordance with CCZO §07-18-03.

THE FOLLOWING ITEM MUST BE SUBMITTED WITH THIS CHECKLIST:

- | |
|---|
| <input type="radio"/> Completed Entitlement Status : Case # _____ . |
| <input type="radio"/> Master Application completed and signed. |
| <input type="radio"/> Site Plan showing existing and proposed property lines and sizes, easements, irrigation, access, and setbacks from existing structures, north arrow, and contours. |
| <input type="radio"/> Detailed Letter fully describing the request and required findings. The following findings must be included: <ul style="list-style-type: none">• Does the property contain 15% slopes or greater?• Provide an irrigation plan (if applicable); and• Provide proof that any required conditions from previous County approvals are met or will be met as part of this request. |
| <input type="radio"/> - <u>Additional information for Relocation of Building Permits:</u> Demonstrate how the request promotes effective or efficient farming and/or promotes the clustering of structures. |
| <input type="radio"/> - <u>Additional Information for Nonviable Parcels in the "A" Zone:</u> (1) Demonstrate how the site constraints/resource issues on the property makes agricultural use extremely difficult; and (2) Demonstrate how the request does not create a negative impact to surrounding agricultural uses. |
| <input type="radio"/> Deed or evidence of property interest to all subject properties |
| <input type="radio"/> Draft record of survey with metes and bounds descriptions of all lots, that shows access from each parcel complies with the requirements of section 07-10-03: of this chapter, and that includes all required utility easements. |
| <input type="radio"/> Road User's Maintenance Agreement (if applicable) |
| <input type="radio"/> Application fee pursuant to adopted fee schedule |

ADDITIONAL APPROVALS COMBINED WITH THIS REQUEST:

- | |
|---|
| <input type="radio"/> Private Road application |
| <input type="radio"/> Easement reduction request (The reduction cannot be less than 28 feet wide) |
| <input type="radio"/> Property Boundary Adjustment |

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

Process:

1. **Complete Entitlement Status**
2. Submit application with all required submittals and fees.
3. Notification of the application shall be provided to the applicable fire and highway districts and shall provide such districts a period of fifteen (15) calendar days from the date of notice to submit comments concerning the application.
4. Once the case planner reviews the application and provided preliminary approval; the following must be provided:
 - a. A recorded Record of Survey;
 - b. A recorded Road User's Maintenance Agreement (if applicable); and
 - c. Any additional information required by the case planner.
5. The case planner provides a report to the Director who will make a final determination regarding the application.
6. The signed approval document by the Director, which may include conditions of approval, must be recorded at the Recorder's office by the applicant or their representative. A copy of the recorded approval must be submitted to DSD.
7. **DISCLAIMER:** The decision by the Director is appealable per §07-05-07.
8. **DISCLAIMER:** Parcels will not be adjusted as approved or receive new parcel numbers by the Assessor's office until deeds are recorded.

SETBACKS THAT MAY APPLY TO YOUR PROPERTY TO PLAN FOR WHEN DESIGNING LOTS:

- £ Minimum Setbacks Based on Zoning (CCZO Section §07-10-21(1))
- £ Section/Quarter Section Line (70 foot unless waived by highway district; §07-10-19)
- £ Collector (50' setback from identified collectors on functional classification map; §07-10-21(1)4(A))
- £ Principal Arterial (70' setback from identified arterials on functional classification map; §07-10-21(1)4(B))
- £ State Highway 44 (95' setback from centerline); §07-10-21(1)4(B)
- £ State Highway 55 (90' setback from centerline); §07-10-21(1)4(B)
- £ US Highway 20/26 (120' setback from centerline); §07-10-21(1)4(B)

MASTER APPLICATION

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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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"/> DAYCARE
	<input type="checkbox"/> OTHER _____		

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

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



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
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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.*