



# PRELIMINARY PLAT

## PUBLIC HEARING - CHECKLIST

### PRELIMINARY PLAT - CCZO Section 07-17-09

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

Description	Applicant	Staff
Master Application Completed and Signed		
Copy of Preliminary Plat (1 Hard Copy & Digital Copy – Flash Drive Preferred)		
Preliminary Drainage Plan, if applicable		
Preliminary Irrigation Plan, if applicable		
Preliminary Grading Plan, if applicable		
Completed Preliminary Plat Checklist		
Subdivision Worksheet		
Irrigation Plan Application		
Proof of application with:		
Southwest District Health		
Irrigation District		
Fire District		
Highway District/ Idaho Transportation Dept.		
Area of City Impact (if applicable)		
Deed or evidence of property interest to the subject property		
<b>Fee: Per Adopted Fee Schedule</b> + per lot fee + for Area of City Impact + Private Road + Easement Reduction		
<b>**Fees are non-refundable**</b>		

Additional Information	Applicant	Staff
Hillside Development Requirements (07-17-33(1))		
Private Road Name Application		
Easement Reduction Application		
Floodplain Development Permit		

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



## **PRELIMINARY PLAT** **PUBLIC HEARING - MASTER APPLICATION**

<b>PROPERTY OWNER</b>	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
<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>		
Signature: _____ Date: _____		

<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 ▪

## Preliminary Plat Check-List

<b>Applicant:</b>	<b>Case Number:</b>
<b>Subdivision Name:</b>	<b>Plat Date (Review #):</b>

### CANYON COUNTY CODE OF ORDINANCES 07-17-09

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. *Italicized items are supplemental to CCZO 07-17-09.*

<b>GENERAL REVIEW ITEMS</b>	<b><u>Meets Code / Comments</u></b>
1. Complete initial review of <b>all</b> information given graphically and by note on the plat	
2. Check for compliance with FCOs and/or Development Agreement from entitlement process if applicable	
3. Check for compliance with CCO Chapter 9 - Areas of City Impact. Chapter 9 lists requirements unless waived.	
4. Check for applicable agency comment. These comments could have been made at the entitlement stage or after.	
5. Make note of agencies that should be noticed if not typically included on the notice list and pass information along to planner	
Items A through E below are directly from CCZO 07-17-09. Italicized items are checklist items related to requirements found in ordinance and may not be strictly required.	
<b>A. FORM OF PRESENTATION</b>	<b><u>Meets Code / Comments</u></b>
1. Scale of Drawing (No more than 1"=100' unless approved by DSD prior to submission)	
2. Size of Drawing (No larger than 24' x 36") <ul style="list-style-type: none"> <li><i>Obtain electronic version of all submittals</i></li> </ul>	
<b>B. IDENTIFICATION AND DESCRIPTIVE DATA</b>	<b><u>Meets Code / Comments</u></b>
1. Proposed name of subdivision and its location by section, township, and range	

<ul style="list-style-type: none"> <li><i>Name of sub needs to be reserved through DSD GIS</i></li> </ul>	
2. Reference by dimension and bearing to a section corner or quarter section corner	
3. Name, address and phone number of developer	
4. Name address and phone number of the person preparing the plat	
5. North arrow	
6. Date of preparation	
7. Revision block showing dates if 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 sheet.	
8. Vicinity map drawn to scale, clearly showing proposed subdivision location in relationship to adjacent subdivisions, main arterial routes, collector streets, etc. <ul style="list-style-type: none"> <li><i>Check for consistency between pre-plat and vicinity map</i></li> </ul>	

<b>C. EXISTING CONDITIONS DATA</b>	<b><u>Meets Code / Comments</u></b>
1. 2 Foot Contours shown unless otherwise approved; show all areas in excess of 15% slope	
2. Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes or other water features; direction of flow; location and extent of known areas subject to inundation.	
3. Location, widths and names of all platted streets, railroads, utility rights of way of public record, public areas, permanent structures to remain including water wells and municipal corporation lines within or adjacent to the tract <ul style="list-style-type: none"> <li><i>Future use of remaining wells, if applicable</i></li> </ul>	
4. Name, book and page numbers of any recorded adjacent subdivisions having a common boundary with the tract	
5. Existing zoning classification, by note <ul style="list-style-type: none"> <li><i>Proposed zoning, by note, if new zoning is being proposed concurrently with pre-plat application</i></li> </ul>	
6. Approximate acreage of the tract, by note	
7. Boundary dimensions of the tract	
8. Names and addresses of adjoining property owners within three hundred (300) feet of the exterior boundary of the tract	

D. PROPOSED CONDITIONS DATA	<u>Meets Code / Comments</u>
<p>1. Road layout, including location, width and proposed names of roads, alleys, pathways, easements, and roadway connections, if any, to an adjoining platted tract</p> <ul style="list-style-type: none"> <li>• <i>Confirmation that highway district will allow proposed access if new access is on an arterial</i></li> <li>• <i>Check alignment of stub streets with adjacent developments, if applicable</i></li> <li>• Private roads shall not have direct access to arterials or local roads within a platted subdivision (ACCHD 2020.040)</li> <li>• Private road names need to be reserved through DSD GIS. Private roads require a separate application.</li> <li>• Public road names must be checked for availability with DSD GIS</li> <li>• <i>If typical sections are shown make sure they are consistent with what will be required</i></li> </ul>	
<p>2. Typical lot dimensions including curvilinear data to scale; each lot numbered individually; total number of lots by type and grand total. A private road must be a lot.</p> <ul style="list-style-type: none"> <li>• <i>Curve table is present and matches data shown graphically</i></li> <li>• <i>Minimum lot size</i></li> <li>• <i>Average lot size (calculated as total residential area divided by the number of residential lots)</i></li> <li>• <i>Check block numbering</i></li> <li>• <i>Consider any phasing shown</i></li> </ul>	
<p>3. Location, width and use of easements</p> <ul style="list-style-type: none"> <li>• <i>Provide documentation of or reference to any existing easements, especially access easements for existing parcels that are part of the plat.</i></li> <li>• <i>Show easements for all shared infrastructure</i></li> </ul>	
<p>4. Designation of all land to be dedicated or reserved for public use with use indicated</p>	
<p>5. If plat includes land for which multi-family, commercial, or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any</p>	
<p>6. If the proposed subdivision is part of a larger area intended for development, a development master plan of the entire area shall be provided</p>	
<p>7. Appropriate information that sufficiently details the proposed development within any special development area such as hillside, PUD, flood plain, cemetery, manufactured home, large scale development, hazardous and unique areas of development</p> <ul style="list-style-type: none"> <li>• <i>Check mapping layers for above special development items. Include wetland and natural drainage ways.</i></li> <li>• <i>Consider recommended conditions related to special development areas and related reports</i></li> </ul>	

8. All roads must be labeled as either "private" or "public" behind or beneath the road name	
<b>E. PROPOSED UTILITY METHODS</b>	<b><u>Meets Code / Comments</u></b>
<p><b>1. Sewage:</b> A statement as to the type of proposed sanitary sewage facilities</p> <ul style="list-style-type: none"> <li><i>Preliminary location/layout of proposed sewage facilities</i></li> <li><i>Nutrient-Pathogen study if required by SWDH</i></li> <li><i>If sewage facilities will be shared, provide preliminary arrangements for future operation and maintenance of the facilities, including financial arrangements. Also include preliminary sewer plan. DSD should complete high level feasibility review of shared utilities</i></li> </ul>	
<p><b>2. Water Supply:</b> A statement as to the type of proposed water supply facilities</p> <ul style="list-style-type: none"> <li><i>Preliminary location/layout of proposed potable water facilities</i></li> <li><i>If potable water facilities will be shared, provide preliminary arrangements for future operation and maintenance of the facilities, including financial arrangements. Also include preliminary potable water plan. DSD should complete high level feasibility review of shared utilities</i></li> </ul>	
<p><b>3. Storm Water Disposal:</b> A statement as to the type of storm water disposal facilities which may include evidence as may be required relative to the design and operation of proposed storm water system</p> <ul style="list-style-type: none"> <li><i>Include statement that all storm water shall be retained on site, if appropriate</i></li> <li><i>Consider any required protection for roadside swales during home construction and/or long-term protection from landscaping, roadside parking, regrading/filling swale, ect</i></li> <li><i>Maintenance easements for storm drain facilities treating drainage from public roads should be in place</i></li> </ul>	
<p><b>4. Irrigation System:</b> A statement as to the proposed irrigation system, which may include evidence as may be required relative to the design and operation of any proposed irrigation system</p> <ul style="list-style-type: none"> <li>Irrigation Supply And Distribution Systems: The developer shall disclose, pursuant to Idaho Code section 31-3805, and file as part of the preliminary plat with DSD, evidence that an adequate irrigation supply and distribution system to serve the land within the plat to be recorded will be provided and must include consideration of using existing water rights that go with the land being platted. Such evidence shall include, but not be limited to, the following: <ul style="list-style-type: none"> <li>- Copies of the plans of the proposed distribution system for the lots and areas to be served in the proposed development; and</li> <li>- Copies of the community association's or similar organization's documents which may be required precedent</li> </ul> </li> </ul>	

to the establishment of an irrigation distribution system within the proposed development.	
5. <b>Utility Easement:</b> The utility easement width shall be a minimum of ten (10) feet from the exterior boundaries and five (5) feet from the interior boundaries. Utility easements shall be shown graphically on the plat.	
<b>GENERAL RECOMMENDED CONDITIONS</b>	
<ol style="list-style-type: none"> <li>1. Finish grades at subdivision boundaries shall match existing finish grades. Runoff shall be maintained on subdivision property unless otherwise approved.</li> <li>2. Development shall comply with requirements of the local highway district. Evidence shall include written correspondence from the highway district prior to the first public hearing held for the preliminary plat and highway district signature on the final plat.</li> <li>3. Development shall comply with irrigation district requirements. Evidence shall include written correspondence from the irrigation district prior to the first public hearing held for the preliminary plat and prior to Board of County Commissioner's signature on the final plat.</li> <li>4. Development shall comply with Southwest District Health requirements. Evidence shall include written correspondence from the Southwest District Health prior to the first public hearing held for the preliminary plat and Southwest District Health signature on the final plat.</li> <li>5. Development shall comply with Fire District requirements. Evidence shall include written correspondence from the Fire District prior to the first public hearing held for the preliminary plat and prior to Board of County Commissioner's signature on the final plat.</li> <li>6. After preliminary plat approval applicant shall provide GIS data containing georeferenced lot line and roadway linework to be included in Development Services GIS mapping. (Solo pre-plats only)</li> </ol>	

## SUBDIVISION WORKSHEET

### Overview:

Number of Buildable Residential Lots:	Number of Non-Buildable Lots:
Number of Common Lots:	Total Subdivision Size:
Number of Common Lots:	Average Residential Lot Size:

### Area of City Impact:

Is the property in an Area of City Impact?	<input type="checkbox"/> No	<input type="checkbox"/> Yes- What City:
Will you be requesting subdivision Improvement Waivers?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, which waivers will you be requesting?		
<input type="checkbox"/> Curbs	<input type="checkbox"/> Gutters	<input type="checkbox"/> Sidewalks
<input type="checkbox"/> Street Lights	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Other

If you are located in an Area of City Impact the following is required:

- Evidence of compliance with IC 31-3805 which could include evidence of irrigation system plan approval by the planning and zoning authority and city council and coordination with the irrigation entity.
- Communication with the City.

### Roads:

Roads within the development will utilize:

☐ Public ☐ Private\* ☐ Not Applicable

\*Private Roads Require: Name approved prior to submittal & a Private Road Application at the Time of submittal.

### Hillside Development:

Of the total lots requested how many of each contain slopes +15%?

Residential: \_\_\_\_\_ Non-Buildable: \_\_\_\_\_ Common: \_\_\_\_\_

Will the proposed roads be located within any area containing +15% slopes?

☐ Yes\* ☐ No

\*If any development or construction activities will occur on slopes > 15% please submit the information required by CCZO 07-17-33

### Irrigation:

What is the name of the irrigation and drainage entities servicing the property?

Irrigation: \_\_\_\_\_



Drainage:

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This property has:     ☐ Water rights available             ☐ No water rights available.

If No Water Rights are available, please fill out an Irrigation Plan Worksheet

Irrigation Water is Provided via:             ☐ Irrigation Well             ☐ Surface Water

Percentage of property that has water:

Volume of water or diversion rate available at the property:

Please describe, in detail, how the property is currently irrigated and how it will be irrigated after it is subdivided:

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Are there irrigation easement(s) on the property?     ☐ Irrigation Well             ☐ Surface Water

How do you plan to retain storm and excess water on each lot?

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How do you plan to remove the stormwater/excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates):

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===== **Applicant Acknowledgement** =====

I, the undersigned, agree that prior to the Development Services Department accepting this application I am responsible to have all of the required information and site plans.

**I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior the Board's signature on the final plat.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Owner (Application Submitted)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Applicant/Representative (if not property owner) (Application Submitted)

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

# IRRIGATION PLAN APPLICATION



Applicant(s)	Name		Daytime Telephone Number
	Street Address	City, State	Zip

Representative Name	Daytime Telephone Number / E-mail Address		
	Street Address	City, State	Zip

Location of Subject Property: \_\_\_\_\_  
Two Nearest Cross Streets or Property Address City

Assessor's Account Number(s): R \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

This land:

- ☐ Has water rights available to it.
- ☐ Is dry and has no water rights available to it. If dry, please sign this document and return to the Development Services Department representative from whom you received it.

**Idaho Code 31-3805** states that when all or part of a subdivision is "located within the boundaries of an existing irrigation district or canal company, ditch association, or like irrigation water delivery entity ... **no subdivision plat or amendment to a subdivision plat or any other plat or may recognized by the city or county for the division of land will be accepted, approved, and recorded unless:**"

- a. The appropriate water rights and assessment of those water rights have been transferred from said lands or excluded from an irrigation entity by the owner; or
- b. The owner, person, firm, or corporation filing the subdivision plat or amendment to a subdivision plat or map has provided underground tile or conduit for lots of one (1) acre or less, or a suitable system for lots of more than one (1) acre which will deliver water to those land owners within the subdivision who are also within the irrigation entity with the appropriate approvals:
  - 1. For proposed subdivisions located within negotiated area of city impact, both city and county zoning authorities must approve such irrigation system in accordance with Idaho Code Section 50-1306. In addition, the irrigation entity charged with the delivery of water to said lands must be advised regarding the irrigation system.
  - 2. For proposed subdivisions outside of negotiated areas of city impact, the delivery system must be approved by the Planning and Zoning Commission and the Board of County Commissioners with the advice of the irrigation entity charged with the delivery of water to said lands.

To better understand your irrigation request, we need to ask you a few questions. A list of the map requirements follows the short questionnaire. **Any information missing information may result in the delay of your request before the Planning and Zoning Commission and ultimately the approval of your irrigation plan by the Board of County Commissioners.**

1. Are you within an area of negotiated City Impact? ☐ Yes ☐ No  
**If yes, please include a copy of approvals by the City Planning & Zoning Commission and City Council of your Irrigation Plan.**

2. What is the name of the irrigation and drainage entities servicing the property?

Irrigation: \_\_\_\_\_

Drainage: \_\_\_\_\_

3. How many acres is the property being subdivided? \_\_\_\_\_

4. What percentage of this property has water? \_\_\_\_\_

5. How many inches of water are available to the property? \_\_\_\_\_

6. How is the land currently irrigated? ☐ Surface ☐ Irrigation Well  
☐ Sprinkler ☐ Above Ground Pipe ☐ Underground Pipe

7. How is the land to be irrigated after it is subdivided? ☐ Surface ☐ Irrigation Well  
☐ Sprinkler ☐ Above Ground Pipe ☐ Underground Pipe

8. Please describe how the head gate/pump connects to the canal and irrigated land and where ditches and/or pipes go.

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9. Are there irrigation easement(s) on the property? ☐ Yes ☐ No

10. How do you plan to retain storm and excess water on each lot?

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11. How do you plan to remove the storm water /excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates)

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## **Irrigation Plan Map Requirements**

The irrigation plan **must be on a scalable map** and show all of the irrigation system including all supply and drainage structures and easements. Please include the following information on you map:

- 1Γ All canals, ditches, and laterals with their respective names.
- 2Γ Head gate location and/or point if delivery of water to the property by the irrigation entity.
- 3Γ Rise locations and types, if any.
- 4Γ Easements of all private ditches that supply adjacent properties (i.e. supply ditches and drainage ways).
- 5Γ Slope of the property in various locations.
- 6Γ Direction of water flow (use short arrows → on your map to indicate water flow direction).
- 7Γ Direction of wastewater flow (use long arrows -----→ on you map to indicate wastewater direction).
- 8Γ Location of drainage ponds or swales, anywhere wastewater will be retained on the property.
- 9Γ Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Also, provide the following documentation:**

- Γ Copy of any water users' association / agreement (s) that are currently in effect, which outlines water schedules and maintenance responsibilities.

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### Applicant Acknowledgement

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I, the undersigned, agree that prior to the Development Services Department accepting this application I am responsible to have all of the required information and site plans.

**I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior the Board's signature on the final plat.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Owner (Application Submitted)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Applicant/Representative (if not property owner) (Application Submitted)

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

# FLOODPLAIN DEVELOPMENT PERMIT

## Canyon County

### Development Services Department

The undersigned hereby makes application for permit to develop, demolish, or excavate in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Canyon County Floodplain Ordinance and with all other applicable local, State and Federal regulations. This application does not create liability on the part of the Canyon County or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder.

<b>PROPERTY OWNER</b>	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
<i>Signature:</i> _____ <i>Date:</i> _____		

<b>APPLICANT OR BUILDER:</b>	APPLICANT NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:

#### ADDRESS AND LOCATION OF THE PROPERTY:

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#### A. DESCRIPTION OF WORK

1. Proposed Work:

- |   |   |
|---|---|
| <input type="checkbox"/> New Construction (includes bridges and fences) | <input type="checkbox"/> Manufactured Home  |
| <input type="checkbox"/> Improvement to Existing Building               | <input type="checkbox"/> Filling/Grading  |
| <input type="checkbox"/> Demolition (includes equip. storage)           | <input type="checkbox"/> Excavation (includes culverts, dredging, vegetation, paving, and drilling, mineral extraction ponds) |

2. Describe in Detail:

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3. Size of Proposed Development (attach site plan): \_\_\_\_\_
4. Per the floodplain map, what is the zone and panel number of the area of the proposed development: \_\_\_\_\_

Zone: \_\_\_\_\_ Panel Number: \_\_\_\_\_

5. Are there any other Federal, State, or local permits obtained? \_\_\_\_\_

☐ Yes ☐ No

Type: \_\_\_\_\_ Agency: \_\_\_\_\_

**B. COMPLETE FOR NEW STRUCTURES AND BUILDING SITES:**

1. Base Flood Elevation at the Site (in ft.): \_\_\_\_\_
2. What is the total cost of the proposed construction? \_\_\_\_\_
3. Elevation to which all utilities, including all heating and electrical equipment, will be protected from flood damage: \_\_\_\_\_

Feet

**C. COMPLETE FOR ALTERATIONS, ADDITIONS, OR IMPROVEMENTS TO EXISTING STRUCTURES:**

1. What is the estimated market value of the existing structure? \$ \_\_\_\_\_
2. What is the total cost of the proposed construction? \$ \_\_\_\_\_

If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then substantial improvement provisions shall apply.

**D. COMPLETE FOR NON-RESIDENTIAL FLOOD-PROOFED CONSTRUCTION:**

1. Type of floodproofing method: \_\_\_\_\_
2. The required floodproofing elevation is: \_\_\_\_\_
3. Floodproofing certification by a registered engineer is attached? ☐ Yes ☐ No

**E. COMPLETE FOR SUBDIVISION AND ADMINISTRATIVE LAND DIVISIONS:**

1. Floodproofing certification by a registered engineer is attached? ☐ Yes ☐ No
2. If yes, does the plat or proposal clearly identify the base flood elevation? ☐ Yes ☐ No
3. Are the 100-year floodplain and floodway delineated on the site plan? ☐ Yes ☐ No



**F. COMPLETE FOR DEMOLITION WITHIN THE FLOODPLAIN:**

1. Describe the items to be demolished: \_\_\_\_\_
2. Describe equipment and material stored on site: \_\_\_\_\_
3. Describe the length of time equipment and materials will be stored on site: \_\_\_\_\_

**G. COMPLETE FOR EXCAVATION, GRADING, AND FILLING WITHIN THE FLOODPLAIN:**

1. Describe the total area to be excavated: \_\_\_\_\_
2. Describe the total area to be dredged: \_\_\_\_\_
3. Describe the area of vegetation and/or debris to be removed: \_\_\_\_\_
4. Describe the total area of a culvert to be installed: \_\_\_\_\_
5. Describe type of fill material used: \_\_\_\_\_
6. Describe the amount of fill material used: \_\_\_\_\_
7. Does the proposed work involve any wetlands? ☐ Yes ☐ No

Please check with the following agencies for possible joint permit requirements under all above sections:

- Idaho Dept. of Environmental Quality
- Idaho Dept. of Lands
- U.S. Army Corps of Engineers
- Idaho Dept. of Fish & Game
- Idaho Dept. of Water Resources
- Environmental Protection Agency

**ADMINISTRATIVE USE ONLY**

1. Permit **Approved** ☐ Permit **Denied** ☐
2. Elevation Certificate Attached: ☐ Yes ☐ No
3. As per plan, Lower Floor Elevation: \_\_\_\_\_ ft.
4. Are additional required permits or certificated attached? ☐ Yes ☐ No
5. Permit Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_
6. Local Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CONDITIONS/COMMENTS:

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## 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**



# 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 \$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.*