

## **TIME EXTENSION FOR CONDITIONAL USE CHECKLIST**

### **CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT**

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

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



**TIME EXTENSION:** A time extension may be filed for a **Conditional Use** prior to the date of commencement (3 years from decision) or date of expiration (5 years from final decision) before the board that made the final decision. **CCZO 07-07-25**

#### **THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST:**

<input type="radio"/>	Master Application completed and signed
<input type="radio"/>	Detailed letter fully describing the reasons the time extension is required.
<input type="radio"/>	Any evidence supporting the need for the time extension.
<input type="radio"/>	<b>Non-refundable fee: Per adopted fee schedule</b>

1. An extension will be heard in a public hearing before the Planning and Zoning Commission or the Board of County Commissioners, whichever body made the final decision.

#### **PROCESS: PUBLIC HEARING**

# MASTER APPLICATION

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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<b>PROPERTY OWNER</b>	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: \_\_\_\_\_

<b>(AGENT) ARCHITECT ENGINEER BUILDER</b>	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

<b>SITE INFO</b>	STREET ADDRESS:
	PARCEL #: LOT SIZE/AREA:
	LOT: BLOCK: SUBDIVISION:
	QUARTER: SECTION: TOWNSHIP: RANGE:
	ZONING DISTRICT: FLOODZONE (YES/NO):

<b>HEARING LEVEL APPS</b>	<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

<b>DIRECTORS DECISION APPS</b>	<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:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH



## 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) 896-4511
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

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# PUBLIC HEARING LEVEL APPLICATION PROCESS

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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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*

<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.*