



# Entitlement Verification Request

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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

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### 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.

#### OWNER INFORMATION:

NAME:

ADDRESS:

PHONE NUMBER:

EMAIL:

**I consent to this application. If the owner(s) are a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### APPLICANT INFORMATION:

NAME:

ADDRESS:

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.

**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:

## **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*

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 &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.*