

PRIVATE ROAD/SHARED DRIVEWAY CONSTRUCTION CHECKLIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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

zoninginfo@canyoncounty.id.gov - Phone: 208-402-4164



An application is required per CCCO §07-10-03 for the construction of driveways serving two inhabited structures or properties and all private roads. The construction shall be completed prior to building permit

SELECT APPLICATION TYPE: Driveway (Serving two properties/inhabited structures) Private Road

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST PURSUANT TO CCCO §07-10-03:

<input type="checkbox"/>	Master Application (completed and signed)
<input type="checkbox"/>	Site Plan: A dimensioned sketch or survey of the affected properties showing the location, configuration, and length of the driveway or private road clearly highlighted, including the area of any existing structures, easements, and utilities.
<input type="checkbox"/>	Draft or Recorded Road User's Maintenance Agreement (<i>Only applicable if shared by more than one property owner, per CCCO §07-10-03(1)4 & (2)4.</i>)
<input type="checkbox"/>	Fire District Written Approval (<i>Only applicable if 150' or longer per CCCO §07-10-03(1)3 & (2)3.</i>)
<input type="checkbox"/>	Highway District/ITD Access Approach Approval per CCCO §07-10-03(1)3 & (2)3.
<input type="checkbox"/>	Approved private road name per Chapter 6, Article 5 of the Canyon County Code of Ordinances (CCCO). <ul style="list-style-type: none">Only applicable if serving more than two inhabited structures. <i>See Additional Permits below.</i>
<input type="checkbox"/>	Deed or evidence of property interest to the subject property.
<input type="checkbox"/>	\$100 Non-refundable fee.

ADDITIONAL PERMITS:

- Easement Reduction CCCO §07-10-03(5):** The frontage width requirement may be reduced to a width not less than fifty feet (50') in accordance with part (5) of this section. The easement width minimum may be reduced to a width not less than twenty-eight feet (28') in accordance with part (5) of this section.
- Private Road Name CCCO §06-05-13:** A private road name is required to be established when an access serves more than two inhabited structures.

APPLICATION PROCESS:

1. **SUBMIT APPLICATION & FEES TO THE DEVELOPMENT SERVICES DEPARTMENT (DSD).**
 - a. An incomplete submittal will not be accepted.
2. **REVIEW**
 - a. DSD Planning & GIS/Addressing will review the application packet for code consistency.
3. **DECISION**
 - a. If found consistent, a pre-approval will be granted subject to construction conditions being met. Final approval will only be granted once evidence is provided that all conditions are met. Final approval must be granted before any associated building permit can be issued.

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: _____

APPLICANT (IF DIFFERENT THAN OWNER)	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

SITE INFO	STREET ADDRESS:			
	PARCEL #:		LOT SIZE/AREA:	
	LOT:	BLOCK:	SUBDIVISION:	
	QUARTER:	SECTION:	TOWNSHIP:	RANGE:
	CURRENT ZONING:		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
	<input type="checkbox"/> AG PROTECTION AREA	<input type="checkbox"/> ROAD NAME CHANGE	

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/DRIVeway CONST.	<input type="checkbox"/> TEMPORARY USE	<input type="checkbox"/> DAY CARE
	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> EASEMENT REDUCTION	<input type="checkbox"/> (N) ROAD NAME

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

RESOLUTION NO. 25-011

**A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY
COMMISSIONERS ADOPTING REVISED DEVELOPMENT SERVICES
DEPARTMENT FEE SCHEDULES**

The following resolution and order was considered and adopted by the Canyon County, Idaho Board of Commissioners ("Board") on this 30th day of January, 2025.

Upon the motion of Commissioner Van Bech and the second by Commissioner Brown, the Board resolves as follows:

WHEREAS, Idaho Code § 31-801 grants general powers and duties, subject to the restrictions of law, to the boards of county commissioners in their respective counties; and

WHEREAS, Idaho Code § 31-828 grants the Board authority "to do and perform all other acts . . . which may be necessary to the full discharge of the duties of the chief executive authority of the county government"; and

WHEREAS, Idaho Code § 31-870(1) authorizes the Board to "...impose and collect fees for those services provided by the county which would otherwise be funded by ad valorem tax revenues"; and

WHEREAS, Idaho Code §§ 31-870(1) and 63-1311(1) require that the fees imposed and collected by the County must be reasonably related, and not exceed, the actual cost of the services being rendered; and

WHEREAS, the Local Land Use Act, Title 67, Chapter 65, Idaho Code, grants Boards County Commissioners general powers and duties regarding land use actions within the county; and

WHEREAS, Canyon County Ordinance 07-04-01 provides that the Board may set fees for land use applications, renewals or other requests authorized by law by the resolution of the Board; and

WHEREAS, the Development Services Department Fee Schedules, Resolution No. 22-137 adopted on June 7, 2022, require revisions to address increases in the actual cost of services and to better reflect services provided; and

WHEREAS, the Development Services Department desires to update the existing fee schedules and adopt new fees; and

WHEREAS, the Development Services Department proposes the adoption of the fee schedules attached hereto as Exhibit A (Development Services Department fees) incorporated by reference; and

WHEREAS, the Board of County Commissioners provided proper legal notice of a hearing to be held on January 30, 2025 at 10:00 a.m. to consider a resolution establishing revised Canyon County Development Services Department Fee Schedule and published the notice in the Idaho Press Tribune on the 16th and 23rd day of January, 2025; and

WHEREAS, the proposed fees are not intended to affect approved projects, which have been completed and require no further development work to be undertaken by Canyon County Development Services prior to the date of signing of this resolution. However, building projects and developments in process requiring further work to be undertaken by Canyon County Development Services Department, may be assessed additional fees on a case-by-case basis; and

WHEREAS, the Board of County Commissioners conducted a public hearing on the above proposed revised Development Services Fee Schedules on January 30, 2025 at 10:00 a.m.

NOW THEREFORE, THE BOARD HEREBY RESOLVES, and finds good cause to adopt the Revised Canyon County Development fee schedule as identified in Exhibit A being incorporated by reference herein.

IT IS FURTHER RESOLVED BY THE BOARD, that this resolution shall be effective this 30 day of January, 2025.

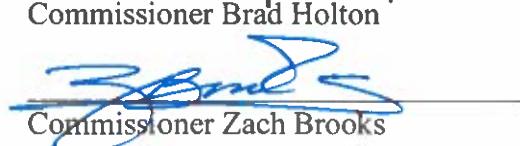
Motion Carried Unanimously
 Motion Carried/Split Vote Below
 Motion Defeated/Split Vote Below



Commissioner Leslie Van Beek



Commissioner Brad Holton



Commissioner Zach Brooks

Yes	No	Did Not Vote
	_____ _____ _____	_____ _____ _____
	_____ _____ _____	_____ _____ _____

ATTEST: RICK HOGABOAM, CLERK

By: 
Deputy Clerk

A RESOLUTION ADOPTING REVISED DEVELOPMENT
SERVICES DEPARTMENT FEE SCHEDULES



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) (*add to any Rezone with conditions; includes < 1 hour County legal time)	\$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.*



EXHIBIT "A"

Canyon County Development Services Department Building Permit Fee Schedule

General. Fees shall be assessed in accordance with the provisions of this fee schedule: adopted by the jurisdiction.

(1) Permit Fees: The fees for each building permit shall be as set forth in Table 1-A. The fee for mechanical/gas piping permits for the International Residential Code for one and two-family dwellings and their accessory structures shall be as set forth in Table 1-B and Table 1-C.

- A. **Determination of value.** The value to be used in computing the building permit and building plan review fees shall be as set forth in Table 1-A Value Table. If not type of construction is not identified in table 1-A Value Table, value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment.
- B. Local governments, public, commercial, nonexempt agricultural buildings may have valuations set at the accepted bid amount as verified by appropriate acceptable contract documents. The valuation of work not covered above shall be determined by the Building Official.

(2) Plan Review Deposit Fees. When submittal documents are required by Canyon County Building Code Ordinance No. 15-004, as amended, a plan review deposit shall be paid with each building permit application. This payment is a prepayment of a part of the plan review fee. Once the plans have been reviewed by building department staff, the deposit is not refundable. The Plan Review Fee deposit on new dwellings and commercial structures is \$180.00.

(3) Plan Review Fees. When submittal documents are required by Canyon County Building Code Ordinance No. 06-179, as amended, a plan review fee shall be paid at the time of issuing the building permit. Said fee for one and two-family dwellings, and their accessory structures, occupancies shall be sixteen percent (16%) of the building permit fee as shown in Table 1-A. Plan review fees for all other occupancy uses shall be sixty-five percent (65%) of the building permit as shown in Table 1-A.

- A. **Expiration of Plan Review.** Applications for which no permit is issued within 180-days following the date of the application shall expire by limitation, and plans and other data submitted for review may be returned to the applicant. The plan review fee will be charged to the applicant.

(4) Other Inspection and Fees. Other inspections and fees are found in Table 1-B of this fee schedule.

(5) Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

- A. **Building Permit.** The Building Official may authorize refunding of not more than eighty percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code. The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

TABLE 1-A BUILDING PERMIT FEES

\$1.00 to \$1,000.00	\$30.00
\$1001.00 to \$5,000.00	\$30.00 for the first \$1,000 plus \$30.00 for each additional \$1,000 or fraction thereof to and including \$5,000.
\$5,001.00 to \$20,000.00	\$150 for the first \$5,000 plus \$12.00 for each additional \$1,000 or fraction thereof, to and including \$20,000.
\$20,001.00 to \$50,000.00	\$330 for the first \$20,000 plus \$10.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001.00 to \$100,000.00	\$630 for the first \$50,000 plus \$11.50 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001.00 to \$200,000.00	\$1,205 for the first \$100,000 plus \$15.00 for each additional \$1,000 or fraction thereof, to and including \$200,000.
\$200,001.00 to \$500,000.00	\$2,705 for the first \$200,000 plus \$20.00 for each additional \$2,000 or fraction thereof, to and including \$500,000.
\$500,001.00 to \$1,000,000.00	\$5,705 for the first \$500,000 plus \$22.50 for each additional \$2,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001.00 to \$5,000,000.00	\$11,330 for the first \$1,000,000 plus \$22.50 for each \$4,000 or fraction thereof, to and including \$5,000,000.
\$5,000,001 and up	\$33,830 for the first \$5,000,000 plus \$24.50 for each \$4,000 or fraction thereof.

TABLE 1-A VALUE TABLE

Application Type	Value assigned per square foot
Residence Single Family	
Under 1500 s.f.	\$71.60
> 1500 s.f.	\$78.60
> 2000 s.f.	\$82.32
Upscale	\$86.76
Brick	\$88.20
Stucco	\$107.76
Tile Roof	\$109.68
Garage Private - Attached	\$24.60
w/private bonus room	\$24.60
w/ bonus room & bath	\$33.00
Porches & Patios – Attached, Covered	\$18.48
Decks- Raised, Attached, Uncovered	\$14.28
Decks – Raised, Attached, Covered	\$24.60
Basements	
Unfinished	\$17.52
Semi-Finished	\$24.12
Finished	\$43.08
Residence - Additions	
Kitchen, Baths	\$71.60
Combination: Kitchen, etc.	\$71.60
Bedroom, etc.	\$71.60
Remodel & alteration, etc.	BID COST
Residence- Move On	\$36.00
Residence- Move on w/ attached garage	\$12.30
Residence- Move on w/ detached garage	\$9.78
Manufactured Homes	
Single Wide	\$240.00
Double Wide	\$310.00
Triple Wide	\$430.00
Permanent Foundation Only	\$66.00
Detached Accessory to Residence	
Storage – Framed (under 600 s.f.)	\$14.40
Garage/ Storage – Framed	\$19.56
Garage / Storage – Pole	\$14.70
Carports- Pole (open canopy)	\$10.80
Carports- Pole (dirt floor)	\$7.20
AG Exempt Building	\$84.00

TABLE 1-B OTHER INSPECTIONS AND FEES

1. Inspections outside of normal business hours (8 am to 5 pm)	\$50.00
2. Re-inspection fees may be assessed for each occurrence (2 nd re-inspection for same item.)	\$50.00
3. Inspection not covered by an active permit.	\$50.00
4. Investigation inspection fee.	\$50.00
5. Permits for Manufactured Home Installations shall be:	
a. Per Transportable Section	\$100.00
b. Single Section	\$150.00
6. Permits for placement of a Permanent Perimeter Foundation under an existing Manufactured/Mobile Home.	\$175.00
7. Demolition Permit fee for any structure shall be:	\$40.00
8. Appeal of any Order, Decision or Determination made by the Building Official shall require:	\$150.00

**TABLE 1-C MECHANICAL INSTALLATION INSPECTIONS
(One and Two-Family Dwellings and their Accessory Structures)**

1. New Single Family Dwellings	\$150.00
2. Installation of ducted gas heating systems / piping in new additions or existing dwelling.	\$60.00
3. Installation of ducted heat pump or electric furnace in new additions or existing dwelling.	\$40.00
4. Installation of new gas water heater / piping in new additions or existing dwelling.	\$40.00
5. Installation of gas fireplace / piping in new additions or existing dwelling.	\$40.00
6. Installation of woodstove / venting in new additions or existing dwelling.	\$40.00

**TABLE 1-C RETRO CONSTRUCTION
(One and Two-Family Dwellings and their Accessory Structures)**

1. New Single Family Dwellings	\$150.00
2. Installation of ducted gas heating systems / piping in new additions or existing dwelling.	\$60.00
3. Installation of ducted heat pump or electric furnace in new additions or existing dwelling.	\$40.00
4. Installation of new gas water heater / piping in new additions or existing dwelling.	\$40.00
5. Installation of gas fireplace / piping in new additions or existing dwelling.	\$40.00
6. Installation of woodstove / venting in new additions or existing dwelling.	\$40.00

**TABLE 1-D MECHANICAL INSTALLATION INSPECTIONS
(Other than One and Two-Family Dwellings and their Accessory Structures)**

1. Fee will be equal to 2% of bid cost for total job.	\$Varies – Minimum \$60.00 fee
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