

# ADMINISTRATIVE LAND DIVISION - CHECKLIST

## CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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

[www.canyoncounty.id.gov](http://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:

- Completed Entitlement Status : Case # \_\_\_\_\_ .
- Master Application completed and signed.
- Site Plan showing existing and proposed property lines and sizes, easements, irrigation, access, and setbacks from existing structures, north arrow, and contours.
- Detailed Letter fully describing the request and required findings. The following findings must be included:
  - 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.
  - Additional information for Relocation of Building Permits: Demonstrate how the request promotes effective or efficient farming and/or promotes the clustering of structures.
  - Additional Information for Nonviable Parcels in the "A" Zone: (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.
- Deed or evidence of property interest to all subject properties
- 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.
- Road User's Maintenance Agreement (if applicable)
- **Application fee pursuant to adopted fee schedule**

### ADDITIONAL APPROVALS COMBINED WITH THIS REQUEST:

- Private Road application
- Easement reduction request (The reduction cannot be less than 28 feet wide)
- 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:**

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- £ 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

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

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



|                       |  |
|-----------------------|--|
| <b>PROPERTY OWNER</b> | OWNER NAME:                                      |
|                       | MAILING ADDRESS:                                 |
|                       | PHONE: <span style="float: right;">EMAIL:</span> |

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)<br/>ARCHITECT<br/>ENGINEER<br/>BUILDER</b> | CONTACT NAME:                                    |
|   | COMPANY NAME:                                    |
|   | MAILING ADDRESS:                                 |
|   | PHONE: <span style="float: right;">EMAIL:</span> |

|                  |                  |          |                      |        |
|------------------|------------------|----------|----------------------|--------|
| <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: <span style="float: right;">CK MO CC CASH</span> |

# SITE PLAN & LETTER OF INTENT - 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



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



Canyon County, 111 North 11<sup>th</sup> Avenue Ste. 310, Caldwell, ID 83605

(208) 454 7458 ▪ [www.canyoncounty.id.gov](http://www.canyoncounty.id.gov)

## Planning Application Consent for Property Inspection

Name: \_\_\_\_\_

Planning Application(s): \_\_\_\_\_

Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Relationship to Property:

Circle any that apply:

Owner      Lessee      Authorized Agent      Other: \_\_\_\_\_

I voluntarily consent to DSD staff entering the property/premises for the limited purpose of site inspections related to this application.

This consent authorizes entry **Monday-Friday between 8 am and 5 pm**

For the following purpose: To conduct site inspection/visit related to land use application (s). Site inspection includes visual observation of the site and buildings, measurements, & site photos.

Consent to enter the property for a site inspection does not authorize searches, inspections, or surveillance beyond the scope of the application. I understand I may revoke this consent at any time, and DSD staff will promptly leave upon my or the occupant's request unless otherwise authorized by law to remain.

Signed: \_\_\_\_\_

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

If signing as agent: [Authority/POA/Title] \_\_\_\_\_

**Planning • Zoning • Building • Code Enforcement • Engineering • GIS**

*While balancing diverse interests, the Canyon County Development Services Department (DSD) delivers community development services to implement the County's vision and values, provide stewardship of public resources and maintain a prosperous future for all.*



# 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                               |       |

### **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<br>\$500 for 1 engineered drainage facility<br>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.**