



# APPEAL OF DECISION

## CHECKLIST

**GENERAL APPEAL PROCEDURE CCZO - Section 07-05-05 or 07-05-07**

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		
Letter of Intent/Statement of Reason		
<b>Fee: Per adopted fee schedule</b>		
<b>**Fees are non-refundable**</b>		

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



# APPEAL OF DECISION

## APPLICATION

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

<b>APPLICANT: IF DIFFERING FROM THE PROPERTY OWNER</b>	OWNER NAME:	
	COMPANY NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:

<b>SITE INFO</b>	STREET ADDRESS:	
	PARCEL NUMBER:	
	PARCEL SIZE:	

<b>CASE NUMBER OF REQUESTED APPEAL:</b>	
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**FOR DSD STAFF COMPLETION ONLY:**

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



# 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.*

**PUBLIC HEARING APPLICATION PROCESS**  
**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



1.

- **DUE DILIGENCE BY APPLICANT (PARCEL INQUIRY OR PRE-APPLICATION MEETING)**

2.

- **NEIGHBORHOOD MEETING (HOSTED BY APPLICANT) PER CCZO SECTION 07-01-15**

3.

- **SUBMIT APPLICATION, SUBMITTAL MATERIALS & FEES TO DEVELOPMENT SERVICES**
  - Incomplete submittals will not be accepted

4.

- **STAFF REVIEW OF APPLICATION**
  - **APPLICATION WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**

5.

- **SCHEDULE FOR PUBLIC HEARING (41-Day PROCESS)**
  - **SUPPLEMENTAL CASE INFORMATION WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**
  - **DAY 1-5:** Hearing notices sent with comment deadline to affected agencies and proeprty owners
  - **DAY 19:** Comment deadline ends. Comments received late will not be accepted. Late comments may be provided during the public hearing as testimony if accepted by the hearing body.
  - **DAY 20-30:** Staff Report Packet preparation
  - **DAY 31:** Staff Report Packet sent to hearing body
  - **STAFF REPORT WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**
  - **Day 41:** Public Hearing

6.

- **PUBLIC HEARING**
  - Planning & Zoning Commission hearing (1st and 3rd Thursday evenings);
  - Hearing Examiner hearing (3rd Wednesday afternoon); or
  - Board of County Commissioners hearing (Day-time)
  - **HEARING DECISIONS WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**

7.

- **IF 2nd HEARING Required, SEE ITEM 5 & 6 SCHEDULING FOR HEARING AND PUBLIC HEARING**
  - Substantial changes to an application between hearings may be considered a new application and may be required to restart the process

8.

- **CLOSED/REQUEST FOR RECONSIDERATION (IDAHO CODE SECTION 67-6535(b))**
  - **FINAL DECISIONS WILL BE POSTED UNDER "LAND HEARINGS" ON THE COUNTY WEBSITE**



# 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.**