

PLAT VACATION SUBMITTAL LIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

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

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



THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Master Application completed and signed |
| <input type="checkbox"/> | Detailed letter of intent fully describing easements or lots to be vacated and reasoning |
| <input type="checkbox"/> | Deed or evidence of property interest to all subject properties |
| <input type="checkbox"/> | Non-refundable fee: per adopted fee schedule |

PROCESS: PUBLIC HEARING

MASTER APPLICATION

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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: _____

| | |
|---|-----------------------------|
| (AGENT) ARCHITECT ENGINEER BUILDER | CONTACT NAME: |
| | COMPANY NAME: |
| | MAILING ADDRESS: |
| | PHONE: EMAIL: |

| | |
|------------------|--|
| SITE INFO | STREET ADDRESS: |
| | PARCEL #: LOT SIZE/AREA: |
| | LOT: BLOCK: SUBDIVISION: |
| | QUARTER: SECTION: TOWNSHIP: RANGE: |
| | ZONING DISTRICT: 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 |

| | |
|--------------------------------|--|
| 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 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 |
|---------------------|-------------------------|----------------------|

SITE PLAN & LETTER OF INTENT - CHECKLIST

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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 11th Avenue Ste. 310, Caldwell, ID 83605

(208) 454 7458 ▪ 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 LEVEL APPLICATION PROCESS

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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*

| | |
|--|-------|
| 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 < 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.**