



Boise County  
Subdivision Ordinance #2006-02  
Variance Request

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

Fee: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

e-mail Address (optional) \_\_\_\_\_

Address and Legal Description of Property including Assessor Account Number (RP#):

\_\_\_\_\_

\_\_\_\_\_

1. Identify specific variance(s) sought (give ordinance references):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Identify the specific physical conditions (site characteristics) which prompt your request for a variance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Identify the alternatives which have been considered in order to attempt to comply with the Subdivision Ordinance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



## **Boise County Planning & Zoning**

P.O Box 1300  
Idaho City, Idaho 83631  
Phone (208) 392-2293  
Fax (208) 392-2259

### **Conducting a Neighborhood/Community Meeting**

You are about to apply for a land use permit from Boise County that requires a Public Hearing either with the Planning and Zoning Commission or the Board of County Commissioners. Although not required by ordinance, it is highly recommended that prior to your application with the County; you conduct a neighborhood meeting with your neighbors. This meeting gives you the opportunity to fully explain your proposal with your neighbors, many of whom will take the time to testify, either for or against, at your Public Hearing. Talking with your neighbors now, gives you the chance to discuss in greater detail what your request is all about and allows you to fully understand the concerns of adjacent property owners. Experience has shown that often times you can mitigate many issues that, if left unaddressed, waste time at the hearing or could cause confusion with decision makers leading to a denial of your land use application. Your voluntary participation, and at your expense, in a community meeting, does not guarantee an approval from the P&Z or Board, but it will result in a more informed decision.

To conduct this meeting, you should provide written notice to all property owners within 600 feet of the subject property and other property owners who may have an interest in your proposal. The Planning and Zoning Office can help you assemble this list. The meeting should not be scheduled on a holiday, a holiday weekend, or the day before or after a holiday or holiday weekend. The meeting should be held on the subject property or at a nearby available public meeting place. Be prepared to show maps, surveys and/or plats, drawings, sketches, and photographs that depict what your application is about. Consider a sign up sheet for those attending the meeting, start and stop times, and an agenda.

Conducting a community meeting with your neighbors is not a guarantee your request will be approved by the County. It should eliminate wasted time at the Public Hearing debating issues that perhaps could have been solved at your meeting; which will lead to a more informed decision.

## Subdivision Lot Vacation Procedure

1. Fill out Subdivision Variance Request Form
2. Pay \$600.00 filing fee
3. Staff Site Visit and Photo (maybe required)
4. Set Public Hearing with Board of County Commissioners (30 day notice)
5. Hold Public Hearing: Board of County Commissioner will receive testimony from you and any neighbors
6. Board of County Commissioners **Approval**
  - a. Record of Survey (mylar) showing the new combined lot
  - b. An 8 ½ x 11 copy of the Record of Survey (paper)
  - c. A deed with new legal description for the one lot
  - d. Letter from Central District Health
  - e. Proof of Taxes Paid
7. The Record of Survey and deed is recorded with the Recorder's Office
  - a. Current recording fee is \$5.00 per page for the mylar and \$3.00 per page for the deed.

(Additional engineering fee/studies and site visit may be required)

## Fees

Ag Split \$700.00

Any Ordinance Variance \$600.00 \*\* engineering fees/added Sub Ord

## Cup

Small 1-3 Employees \$400.00

Medium 4-8 Employees \$800.00

Large 8 or more employees \$1200.00

Family Split \$700.00

Flood Devel. Permit \$200.00

Forty Acre Land Splits \$700.00

Lot Line Adjustment \$250.00

Sign Permit \$100.00