Boise County Planning and Zoning Department

413 Main Street, PO Box 1300
Idaho City, Idaho 83631
Phone: 208-392-2293
www.boisecounty.us

MASTER PUBLIC HEARING APPLICATION

TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY.)

- ☐ APPEAL
- ☐ COMPREHENSIVE PLAN TEXT AMENDMENT
- ☐ COMPREHENSIVE PLAN MAP AMENDMENT
- ☐ ROAD NAME CHANGE
- ☐ DEVELOPMENT AGREEMENT
- ☐ PLANNED UNIT DEVELOPMENT
- ☐ PLANNED COMMUNITY
- ☐ CONDITIONAL USE PERMIT
- ☐ SUBDIVISION, PRELIMINARY
- ☐ SUBDIVISION, FINAL
- ☒ SUBDIVISION, VACATION
- ☐ SUBDIVISION, AMENDED PLAT
- ☐ VARIANCE
- ☐ OTHER_____

HEARING BEFORE: ☐ BOARD OF COUNTY COMMISSIONERS ☐ P&Z COMMISSION

PROJECT NAME:_____

SITE INFORMATION:

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: _____ Section: _____ Township:_____ Range: _____ Total Acres:_____

Subdivision Name (if applicable): _____ Lot: _____ Block: _____

Site Address: _____ City:_____

Tax Parcel Number(s):_____ Current Land Use:_____

PROPERTY OWNER:

Name:_____

Address:_____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree to indemnify, defend and hold Boise County and its employees harmless from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

_____

Signature: All Owner(s) of Record Date

APPLICANT:

Name:_____

Address:_____

City: _____State:_____ Zip: _____

Telephone: _____Fax:_____

Email:_____

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree to indemnify, defend and hold Boise County and its employees harmless from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

_____

Signature: Applicant Date

NOTE: THIS APPLICATION MUST BE SUBMITTED WITH THE APPROPRIATE APPLICATION FORM

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AFFIDAVIT OF LEGAL INTEREST and Letter of Authorization

_____, "Owner" whose address is _____

_____City_____State_____Zip_____

As owner of property more specifically described as:

_____

_____

HEREBY AUTHORIZES _____as Agent to represent and act for the Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Boise County Board of Commissioners, Boise County Planning and Zoning Commission, Boise County Planning and Zoning Staff, and or other Boise County Departments relating to the modification, development, planning, platting, re-platting, improvements, use or occupancy of land in Boise County, Idaho. Owner agrees that; Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application of any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that; Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platted or re-platting, improvement, occupancy, or use of any structure or land involved in the application shall take place until approved by the appropriate official of Boise County, Idaho, in accordance with applicable codes and regulations.

Owner agrees to pay any fines and be liable for any other penalties arising out of failure to comply with the terms of any permit or arising out of any violation of applicable laws, codes, or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and , if signing on the behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

_____	_____	_____
(Signature of Owner)	(Print Name)	(Title)
_____	_____	_____
(Signature of Owner)	(Print Name)	(Title)
_____	_____	_____
(Signature of Owner)	(Print Name)	(Title)
_____	_____	
(Secretary or Corporate Owner)	(Print Name)	

NOTARY STATE OF IDAHO) ss
COUNTY OF _____) (seal)

SUBSCRIBED and sworn to before me by _____
on this _____ day of _____, 20__.

_____ _____
Notary Public Date
My Commission expires on: _____

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VACATION of PLATS, PORTIONS THEREOF, PUBLIC RIGHTS-OF-WAYS or EASEMENTS

SUB-P-V #_____

The Planning and Zoning staff is available to discuss this application and answer questions. Upon receipt of the required materials the Planning & Zoning Administrator will stamp the application received and review the application for completeness. Once the application is deemed complete a public hearing will be scheduled with the Boise County Commissioners. It is recommended that the Applicant review the Unified Land Use Ordinance #2016-01 (ULO) prior to submittal. This Ordinance along with application materials are located on the County website at www.boisecounty.us.

ULO #2016-01, Section 5.18, Amendments/Vacation of Subdivision Plats or Parts Thereof: Any person desiring to amend or vacate an existing subdivision plat or any part thereof in whole lots or which otherwise requires County approval, shall apply to the Board. No portion of a lot or lot(s) may be vacated. Said person shall be the owner of record of the parcels proposed for vacation, or be authorized by the owner of record to petition the Board. Said application shall include and/or be subject to:

To expedite the review of your application, please be sure to address each of the following items.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner: _____

Email: _____

Phone: ( ) _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Applicant (if different): _____

Email: _____

Phone: ( ) _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Engineering Firm: _____

Contact Person: _____ Phone: ( ) _____

Address: _____ Email: _____

Surveyor: _____ Phone: ( ) _____

Location and size:

Property Address:_____

Parcel Number(s):_____

Section:_____Township:_____Range:_____ Total Acreage of Parcel:_____

Assessor Exemptions (i.e. agriculture, timber, etc.): No: _____ Yes: _____ list:_____

_____

Proposed Units/ Lots: _____Proposed Open Space Acres: _____

Proposed Subdivision name: _____

Is property currently mortgaged? Y/N (if yes, Certificate of Acceptance of Mortgagee is required on survey)

I consent to this application, I certify this information is correct and I authorize the Boise County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit are in effect. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

- Applicant Signature: _____

  Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to _____ to be my agent and represent me in the matters of this application. I consent to this application, I certify this information is correct and I authorize the Boise County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit are in effect. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

- Owner Signature: _____

  Date: _____

SECTION II: ITEMS REQUIRED

1. Latest recorded deed to the property.
2. Application complete & signed; including Affidavit of Legal Interest and Letter of Authorization, if applicable, filed with the Administrator.
3. Application fees paid in full in accordance with the current fee schedule; including any/all applicable fees (i.e. publication costs).
4. A statement of circumstances surrounding the issue as to why the plat, or portions thereof, should be vacated.
5. A legal description of the platted area or property to be vacated.
6. The names of all persons affected by the vacation of the plat, or portion thereof.
7. Draft 11" x 17" copy of the proposed plat vacation, or portion thereof.
8. Proof of all property taxes are paid in full, including pre-paid taxes for all properties. (see attached form)
9. Unrecorded new deeds, one for each new parcel, with new legal descriptions.
10. Amended Plat, labeled "Amended Plat of XXX Subdivision", that complies with the following:
    - Vicinity Map, Date of survey, and North Arrow;
    - Map scale adequate to depict all parcels (show Bar Scale);
    - Legend with a description for all weights and symbols used;
    - All bearings and distances for all property lines. Include Basis of Bearing and CP&F Reference.
    - All known easements shown with their instrument numbers;
    - All existing physical access points shown;
    - Adequate access easements for each parcel meeting ULO standards;
    - Property Descriptions-the new legal descriptions for each parcel;
    - Surveyor's Certification-Signature block with statement and stamp;
    - Date of plat.
    - Electronic form: either in DXF or DWG format, using Coordinate System of NAD 1983 State Plane Idaho West FIPS 1103 Feet, and identify two public land ties on the plat or ROS, and including GPS references, if available.
11. A public hearing will be scheduled with the Board, including public notice requirements as required for a new subdivision per the ULO.

SECTION III: STAFF ANALYSIS and RECOMMENDED FINDINGS OF FACT, CONCLUSIONS, CONDITIONS AND ORDER

SECTION IV: BOARD FINDINGS OF FACT, CONCLUSIONS, CONDITIONS AND ORDER

SECTION V: BOARD ACTION dated: _____

APPROVED ☐ **DENIED** ☐

THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

FILE # _____ Rec'd Date: _____

Fee paid: _____ Date: _____

Payment type: _____ Receipt Number: _____

Are application materials attached? Yes ____ No ____

ACCEPTED BY _____ Date: _____

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PROOF OF PROPERTY TAXES PAID

_____

The Planning and Zoning staff is available to discuss this application and answer questions. The Administrator shall review the completed application and may approve or deny it. It is recommended that the Applicant review the Unified Land Use Ordinance #2016-01 (ULO) prior to submittal. This Ordinance along with application materials are located on the County website at www.boisecounty.us.

Owner: _____
Email: _____
Phone: ( ) _____ Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Applicant (if different): _____
Email: _____
Phone: ( ) _____ Mailing Address: _____
City: _____ State: _____ Zip Code: _____

Location and size:
Property Address: _____
Parcel Number: _____ Section: _____ Township: _____ Range: _____
Parcel Number: _____ Section: _____ Township: _____ Range: _____
Parcel Number: _____ Section: _____ Township: _____ Range: _____
Parcel Number: _____ Section: _____ Township: _____ Range: _____
Assessor Exemptions (i.e. agriculture, timber, etc.): No: _____ Yes: _____
list: _____

I (we) am (are) applying for the following Land Use Action: (please check the appropriate one)

	Document	**Rec'd**
	Agricultural Land Split	
	Probate Estate or Court Order	
	One-Time Split	
	Lot/Parcel Line-Vacation	
	Full Subdivision Plat	

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• Applicant Signature: _____
Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to _____ to be my agent and represent me in the matters of this application. I consent to this application, I certify this information is correct and I authorize the Boise County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit (if applicable) are in effect. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

• Owner Signature: _____
Date: _____

BOISE COUNTY TREASURER'S OFFICE ONLY:
Proof of Paid Taxes, Current and Estimated Taxes-as required by Boise County Ordinance #2016-01, is attached for the above Parcel(s)

_____ _____
TREASURER (DEPUTY) signature Date

STATEMENT OF PROOF OF PUBLIC HEARING POSTING

For Application #_____

I, _____, do hereby certify that Notice of Public Hearing was posted in accordance with the Boise County Unified Land Ordinance #2016-01, Section 2.4.D.2 on the _____ day of _____, 20_____, meeting the requirement of at least ten (10) days prior to the public hearing date. A photo of said posting is attached as Exhibit A, per Section 2.4.D.2.f.

Dated: _____

_____ _____

Typed/printed Applicant Name Applicant Signature

STATE OF IDAHO)
) ss.
County of _____)

On this _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for the State, personally appeared _____, known or identified to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date last above written.

_____
Notary Public for Idaho
Residing at _____
Commission expires_____

2.4.D NOTICE TO PUBLIC:

2.4.D.1 At least fifteen (15) calendar days prior to the public hearing, the Administrator shall publish a notice of the date, time and place and a summary of the application in the official newspaper of the county.

2.4.D.2 Posting on the Site: A public notice shall be posted by the applicant on the premises for which the permit is sought. The notice shall be posted not less than ten (10) calendar days prior to the public hearing.

2.4.D.2.a Notice of Form: The notice shall be in substantial compliance with the following form:

> COUNTY OF BOISE
> PUBLIC HEARING NOTICE
> Boise County Planning and Zoning Commission
> will hold a public hearing on
> [DATE} at 6:30 p.m.
> In [LOCATION provided by P&Z]
> PURPOSE:
>
> PROPERTY LOCATION:
>
> APPLICATION BY:
>
> Contact the BC Planning and Zoning Administrator at (208) 392-2293 with any questions.

2.4.D.2.b Notice Size: The notice(s) shall consist of a four foot by four foot (4' x 4') plywood or other hard surface mounted on two (2) four inch by four inch (4" x 4") posts.

2.4.D.2.c Notice Lettering: Centered at the top of the four foot by four foot (4' x 4') notice(s) in six inch (6") letters shall be the words "Boise County P&Z Public Hearing Notice". The date of the hearing shall be in bold four inch (4") letters. The remainder of the notice shall be in two inch (2") letters. Each notice shall be painted white, and the letters shall be painted black and shall appear on both sides.

2.4.D.2.d Notice Content: Each notice shall inform the public of the nature of the hearing, the date, time and address of the hearing location, a summary of the proposal to be considered, a county P& Z Department contact phone number, the location of the development and the name of the applicant, and if applicable, the proposed development.

2.4.D.2.e Notice Placement: The notices shall be posted on the property being considered along each street that is adjacent to the subject property boundaries. The notice(s) shall be

located on the property, outside of the public right of way. If the notice cannot be placed on the property and still be clearly visible, the notice may be placed within the right of way if the applicant can obtain the consent of the owner of the right of way. The notice shall be posted perpendicular to the street and mounted so that the bottom of the notice is at least three feet (3') above the ground.

2.4.D.2.f Proof Of Posting: The applicant shall submit a notarized statement and a photograph of the posting to the county P&Z Department no later than seven (7) days prior to the public hearing attesting to where and when the notice(s) was posted. Unless the statement is received by such date, the hearing will be continued to a later hearing date.

2.4.D.2.g Notice Removal: The notice(s) shall be removed no later than three (3) days after the public hearing for which the notice(s) had been posted is ended.