

# Boise County Planning and Zoning Department

413 Main Street, PO Box 1300  
Idaho City, Idaho 83631  
Phone: 208-392-2293  
[www.boisecounty.us](http://www.boisecounty.us)



## MASTER PUBLIC HEARING APPLICATION

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> APPEAL                               | <input type="checkbox"/> DEVELOPMENT AGREEMENT       | <input type="checkbox"/> SUBDIVISION, FINAL           |
| <input type="checkbox"/> COMPREHENSIVE PLAN<br>TEXT AMENDMENT | <input type="checkbox"/> PLANNED UNIT<br>DEVELOPMENT | <input type="checkbox"/> SUBDIVISION, VACATION        |
| <input type="checkbox"/> COMPREHENSIVE PLAN<br>MAP AMENDMENT  | <input type="checkbox"/> PLANNED COMMUNITY           | <input type="checkbox"/> SUBDIVISION, AMENDED<br>PLAT |
| <input type="checkbox"/> ROAD NAME CHANGE                     | <input type="checkbox"/> CONDITIONAL USE PERMIT      | <input type="checkbox"/> VARIANCE                     |
|   | <input type="checkbox"/> SUBDIVISION, PRELIMINARY    | <input type="checkbox"/> 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: \_\_\_\_\_

**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 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.

\_\_\_\_\_  
Signature: All Owner(s) of Record                      Date

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 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.

\_\_\_\_\_  
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  
My Commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Date

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## CONDITIONAL USE PERMIT APPLICATION

CUP # \_\_\_\_\_

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 Planning and Zoning Commission. It is recommended that the Applicant review the Amended Unified Land Use Ordinance #2024-01 (ULO) and Boise County Comprehensive Plan prior to submittal. This Ordinance along with application materials are located on the County website at [www.boisecounty.us](http://www.boisecounty.us). The Planning and Zoning Department DOES NOT accept faxed applications or signatures.

**See ULO #2024-01, Chapter 4, Section 4.3 CONDITIONAL USES:** Every use that requires a Conditions Use Permit (CUP) shall be subject to review and appraisal by the Commission to determine whether or not the use would cause any damage, hazard, nuisance or other detriment to persons, property, or natural resources. It is the responsibility of the applicant to present plans to implement a conditional use in a way which will avoid or limit the harm to existing or contemplated use of nearby lands or place additional demands on public services.

When an application has been submitted, it will be reviewed in order to determine compliance with application requirements. A hearing date will be scheduled only after an application has been accepted as complete or if applicant requests the hearing in writing.

### SECTION I: PERSONAL AND PROPERTY RELATED DATA

|  |                              |
|--|------------------------------|
| <b>Property Owner:</b> _____           |                              |
| Email: _____                           |                              |
| Phone: ( ) _____                       | Mailing Address: _____       |
| City: _____                            | State: _____ Zip Code: _____ |
| <b>Applicant (if different):</b> _____ |                              |
| Email: _____                           |                              |
| Phone: ( ) _____                       | Mailing Address: _____       |
| City: _____                            | State: _____ Zip Code: _____ |
| Engineering Firm: _____                |                              |
| Contact Person: _____                  | Phone: ( ) _____             |
| Address: _____                         | Email: _____                 |
| Surveyor: _____                        | Phone: ( ) _____             |

**Location and size:**  
 Property Address: \_\_\_\_\_  
 Parcel Number: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
 Total Acreage: \_\_\_\_\_  
 Proposed Land Use: \_\_ Agricultural \_\_ Residential \_\_ Civic or Community \_\_ Commercial \_\_ Industrial  
 Proposed Project Name: \_\_\_\_\_  
 Assessor Exemptions (i.e. agriculture, timber, etc.): No: \_\_\_\_\_ Yes: \_\_\_\_\_  
 list: \_\_\_\_\_  
**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.

- Signature: All Owner(s) of Record \_\_\_\_\_
- Signature: All Owner(s) of Record \_\_\_\_\_
- Date: \_\_\_\_\_

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:REQUIRED ITEMS

1. Latest recorded Deed to the Property
2. Application completed & signed; including Affidavit of Legal Interest and Letter of Authorization, if applicable.
3. Application fee paid in full in accordance with current fee schedule
4. Two copies of the completed application, as well as one to two reams of copy paper in order to produce the appropriate number of copies to assure the fullest presentation of the facts for evaluation of the request by agencies and the public.
5. Two copies of all required plans drawn to scale; or more copies as determined by the P&Z Administrator.
6. Narrative explaining the following:
  - A detailed project description disclosing the purpose, strategy, and time frame of construction. Include a phasing plan if appropriate.
  - Location is compatible to others uses in the general neighborhood.
  - Use will not place undue burden on existing public services and facilities in the vicinity (see Impact Report in item 7).
  - Site is large enough to accommodate the proposed use and other features of the Unified Land Use Ordinance.
  - Summaries:
    - How the proposed use complies with the Unified Land Use Ordinance.
    - How the proposed use complies with the goals and objectives of the Boise County Comprehensive Plan.
7. Impact Reports must address potential impacts and how these will be minimized for the following:
  - Any environment, economy and social impacts.
  - Impact to adjoining property including noise, glare, odor, fumes, vibration, etc.
  - Impact to natural resources (wildlife, wildlife habitat, soil, water, etc.)
  - Impact to law enforcement, fire departments, emergency medical services or other public service providers.
  - Impact to school.
8. Plans **Required** with Application:
  - A **plot plan**, drawn to scale, showing the boundaries, dimensions, area of lot, existing and proposed utilities, streets, easements, parking, setbacks, current buildings and proposed buildings.
  - A **landscape plan**, drawn to scale, showing elements such as trees, shrubs, ground covers, and vines. Include a plant list indicating the size, quantity, location and name (both botanical and common) of all plant material to be used.
  - A **noxious weed control plan**
9. Plans that may be Required, depending on land use:
  - A site grading plan clearly showing existing site topography and detailing the best management practices for surface water management, siltation, sedimentation, and blowing of dirt and debris caused by grading, excavation, open cuts, side slopes, and other site preparation and development.
  - A lighting plan, if applicable.
  - An irrigation plan, if applicable.

**SECTION III: APPLICATION INFORMATION**

PROPERTY DESCRIPTION (either lot, block & subdivision name or attach a recorded deed with a metes and bounds description.) \_\_\_\_\_

TAX PARCEL NUMBER \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

1. PROPOSED USE:  Residential  Civic or Community  Commercial  Industrial

2. SIZE OF PROPERTY \_\_\_\_\_ Acres \_\_\_\_\_ or Square Feet \_\_\_\_\_

3. EXISTING LAND USES AND STRUCTURES ON THE PROPERTY ARE AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. ARE THERE ANY KNOWN HAZARDS ON OR NEAR THE PROPERTY (such as canals, hazardous material spills, soil or water contamination)? If so, describe and give location:

\_\_\_\_\_  
\_\_\_\_\_

5. ADJACENT PROPERTIES HAVE THE FOLLOWING BUILDING TYPES AND/OR USES:

North \_\_\_\_\_ East \_\_\_\_\_

South \_\_\_\_\_ West \_\_\_\_\_

6. MAXIMUM PROPOSED STRUCTURE HEIGHT: \_\_\_\_\_

7. NON-RESIDENTIAL STRUCTURES OR ADDITIONS (If applicable):

Number or **Proposed** Structure: \_\_\_\_\_ Number of Existing Structures: \_\_\_\_\_

Proposed Gross Square Feet

1<sup>st</sup> Floor \_\_\_\_\_

2<sup>nd</sup> Floor \_\_\_\_\_

Total \_\_\_\_\_

Existing Gross Square Feet

1<sup>st</sup> Floor \_\_\_\_\_

2<sup>nd</sup> Floor \_\_\_\_\_

Total \_\_\_\_\_

8a. TYPE OF RESIDENTIAL USE (If applicable):

Single family residence  Mobile home for single family residence  Multiple residences on one parcel

8b. SQUARE FOOT AGE OF PROPOSED RESIDENTIAL STRUCTURES (If applicable): \_\_\_\_\_

SQUARE FOOTAGE OF EXISTING RESIDENTIAL STRUCTURES: \_\_\_\_\_

8c. DENSITY OF DWELLING UNITS PER ACRE: \_\_\_\_\_

9. PROPOSED SITE PLAN:

Percentage of site devoted to building coverage: \_\_\_\_\_

Percentage of site devoted to landscaping: \_\_\_\_\_

Percentage of site devoted to roads or driveways: \_\_\_\_\_

Percentage of site devoted to other uses: \_\_\_\_\_

Describe other uses: \_\_\_\_\_

Total 100%

10. Parking (If applicable)

- a. Handicapped spaces proposed: \_\_\_\_\_
- b. Parking spaces propose: \_\_\_\_\_
- c. Are you proposing off-site parking:  
 Yes: \_\_\_\_\_ No: \_\_\_\_\_

Office Use Only:  
 Handicapped spaces required: \_\_\_\_\_  
 Parking spaces required: \_\_\_\_\_  
 Total: \_\_\_\_\_

| 11. SETBACKS: | <u>BUILDING</u> | <u>OFFICE USE ONLY</u> | <u>PARKING</u> | <u>OFFICE USE ONLY</u> |
|---------------|-----------------|------------------------|----------------|------------------------|
|               | Proposed        | Required               | Proposed       | Required _____         |
| Front         | _____           | _____                  | _____          | _____                  |
| Rear          | _____           | _____                  | _____          | _____                  |
| Side          | _____           | _____                  | _____          | _____                  |
| Street Side   | _____           | _____                  | _____          | _____                  |

12a. NUMBER OF EXISTING ROADS: \_\_\_\_\_ WIDTH: \_\_\_\_\_ PRIVATE OR PUBLIC? \_\_\_\_\_  
 Existing road surface(s) type: \_\_\_\_\_

12b. NUMBER OF PROPOSED ROADS: \_\_\_\_\_ Proposed Width: \_\_\_\_\_  
 Will the proposed roads be publicly or privately maintained? \_\_\_\_\_  
 Proposed road construction: \_\_\_ Gravel \_\_\_ Paved

13a. EXISTING UTILITIES ON THE PROPERTY ARE AS FOLLOWS:

\_\_\_\_\_  
 \_\_\_\_\_

13b. PROPOSED UTILITIES: \_\_\_\_\_

Proposed utility easement width: \_\_\_\_\_ Location: \_\_\_\_\_

14a. SEWAGE WASTE DISPOSAL METHOD: \_\_\_ Septic \_\_\_ Central Sewage Treatment Facility

14b. POTABLE WATER SOURCE: \_\_\_ Public \_\_\_ Water Association \_\_\_ Individual

If individual, has a test well been drilled? \_\_\_\_\_ Depth \_\_\_\_\_ Flow \_\_\_\_\_ Purity verified?  
 Nearest adjacent well \_\_\_\_\_ Depth \_\_\_\_\_ Flow

15. REFUSE and TRASH DISPOSAL METHOD: \_\_\_\_\_

16. ARE THERE ANY EXISTING IRRIGATION SYSTEMS? \_\_\_\_\_

Are you proposing any alterations, improvements, extensions or new construction: \_\_\_\_\_ If yes,  
 Explain: \_\_\_\_\_

17. PROPOSED DAYS AND HOURS OF OPERATION (if applicable): \_\_\_\_\_

18. PROPOSED NUMBER OF EMPLOYEES (if applicable): \_\_\_\_\_

19. DRAINAGE (Proposed method of on-site retention): \_\_\_\_\_

20. IS ANY PORTION OF THE PROPERTY LOCATED IN A FLOODWAY OR 100-YR FLOODPLAIN?  
 (Information can be obtained from the Planning and Zoning Office) \_\_\_\_\_

**SECTION IV: CRITERIA FOR RECOMMENDATIONS AND DECISIONS**

1. ULO Section 4.3.C Conditions of Permit: In approving any conditional use permit the Commission may Prescribe appropriate conditions, bonds, and safeguards in conformity with this Ordinance or the Comprehensive Plan. Conditions may include, but not limited to, specific requirements that:
  - a. Assure that development is maintained properly.
  - b. Control the sequence and timing of development.
  - c. Control the duration of development.
  - d. Designate the exact location and nature of development.
  - e. **Minimize** adverse impacts on other development.
  - f. Require the provisions for on-site or off-site public facilities or services.
  - g. Require more restrictive standards than those generally required in this Ordinance.
  - h. Require mitigation of effects of the proposed development upon service delivery by any political subdivision; including school districts providing services within the planning jurisdiction.
  - i. Require surety agreements.
2. ULO Section 4.3.C.2: A conditional use permit shall also be subject to the terms and conditions by which it is approved, including but not limited to,
  - a. Bulk and Placement Standards. (See ULO: Table 4.1.D.8)
  - b. Fencing
  - c. Floodplains, fire hazards, etc.
  - d. Grading
  - e. Hours of operation
  - f. Landscaping
  - g. Natural resources impact mitigation including wildlife habitats, historic sites, shorelines
  - h. Parking
  - i. Road volumes, traffic control, road maintenance
  - j. Screening
  - k. Sight obstruction mitigation
  - l. Visibility from roads

**SECTION V: SPECIFIC REQUIREMENTS FOR PUBLIC HEARING AND NOTICE**

1. Public Hearing Notice shall follow the ULO, Section 2.5, to agencies and surrounding property owners; as well as legal publication.
2. Per ULO, Section 2.4.D.2: Notice shall also be posted on the premises not less than ten (10) days prior to the **hearing by the applicant**. The applicant shall provide “Proof of Posting” to the Planning and Zoning Department **no later than** seven (7) days prior to the public hearing. Failure to provide the Proof of Posting will cause the hearing to be continued to a later date.

**SECTION VI: STAFF SUMMARY ANALYSIS, REASONING AND FACT FINDING**

**SECTION VII: PLANNING AND ZONING COMMISSION ACTION**

**BELOW TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT**

FILE# \_\_\_\_\_ FEE \$ \_\_\_\_\_  
 ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CROSS REFERENCE FILE (S): \_\_\_\_\_  
 PROPOSED USE OF PROPERTY: \_\_\_\_\_



**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 Amended Unified Land Ordinance #2024-01, 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 \_\_\_\_\_

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## PROOF OF PROPERTY TAXES PAID

# \_\_\_\_\_

|  |                              |
|--|------------------------------|
| <b>Owner:</b> _____                    |                              |
| Email: _____                           |                              |
| Phone: (    ) _____                    | Mailing Address: _____       |
| City: _____                            | State: _____ Zip Code: _____ |
| <b>Applicant</b> (if different): _____ |                              |
| Email: _____                           |                              |
| Phone: (    ) _____                    | Mailing Address: _____       |
| City: _____                            | State: _____ Zip Code: _____ |

|  |   |
|--|---|
| <b>Location and size:</b>  |   |
| 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                |       |
|  | Property Line Adjustment      |       |
|  | Parcel Line-Vacation          |       |
|  | 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 #2024-01, is attached for the above Parcel(s)

\_\_\_\_\_  
TREASURER (DEPUTY) signature

\_\_\_\_\_  
Date