

# 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 ADMINISTRATIVE REVIEW APPLICATION

**TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY AND ATTACH APPLICATION FORM)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> AGRICULTURAL SPLIT                   | <input type="checkbox"/> LEGAL CONDEMNATION,<br>ACQUISITION or WIDENING OF<br>EXISTING RIGHT OF WAY | <input type="checkbox"/> PROBATE/ESTATE/COURT<br>ORDER |
| <input type="checkbox"/> FLOOD DEVELOPMENT<br>PERMIT          | <input type="checkbox"/> MORTGAGE/DEED OF TRUST   | <input type="checkbox"/> PROPERTY LINE ADJUSTMENT      |
| <input type="checkbox"/> LOT-LINE VACATION                    | <input type="checkbox"/> ONE-TIME SPLIT   | <input type="checkbox"/> SIGN PERMIT                   |
| <input type="checkbox"/> NON-CONTIGUOUS PARCEL<br>RECOGNITION |   |  |

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: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Site Address: \_\_\_\_\_ City: \_\_\_\_\_  
Tax Parcel Number(s): \_\_\_\_\_ Current Land Use: \_\_\_\_\_

### OWNER(S) OF RECORD:

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.

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

\_\_\_\_\_  
Signature: Applicant Date

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

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## NOTICE OF RECONSIDERATION or APPEAL

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 #2024-01 (ULO), as amended October 24, 2023, prior to submittal. This Ordinance along with application materials are located on the County website at [www.boisecounty.us](http://www.boisecounty.us).

### ULO #2024-01, Chapter 2, Section 2.10

Any decision or action may be appealed as set forth in this Ordinance. The appellant shall be an affected person as defined in Idaho Code §67-6521(1)(a). Any request for reconsideration or appeal must be filed on an application as provided by the Planning and Zoning Department, such request for reconsideration or appeal must identify specific deficiencies in the decision for which reconsideration or appeal is sought, and must otherwise comply with Idaho Code §67-6535(2)(b).

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

**Reconsideration or  
Appeal of decision by:**

\_\_\_\_\_ **Administrator**  
\_\_\_\_\_ **Planning and Zoning Commission**  
\_\_\_\_\_ **Board of County Commissioners**

I, \_\_\_\_\_, do hereby request a reconsideration, or an appeal, of the decision issued in:

- Case Name and File Number (if applicable): \_\_\_\_\_
- On the following described parcel of land:
  - A) Parcel Number: \_\_\_\_\_
  - B) Address of Parcel (if applicable): \_\_\_\_\_
- The grounds for this reconsideration, or appeal, are: (Specifically identify the part of the written decision you disagree with AND how the Administrator, Commission, or Board erred in their decision. Attach additional sheets if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_

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- I hereby affirm that I am a party affected by the above-mentioned decision. The address of my affected property is \_\_\_\_\_ and my mailing address is \_\_\_\_\_.

Dated: This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Appellant

Reconsideration or Appeal Fees: \_\_\_\_\_

*PUBLIC HEARING DATE SET:* \_\_\_\_\_

*PUBLIC HEARING TIME:* \_\_\_\_\_ *LOCATION:* \_\_\_\_\_

<b>THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT</b>	
FILE # _____	Rec'd Date: _____
Fee paid: _____	Date: _____
Payment type: _____	Number: _____
Receipt #: _____	Are application materials attached? Yes ____ No ____
ACCEPTED BY _____	Date: _____

## **Reconsideration or Appeal Procedures per ULO #2024-01**

### **SECTION 2.10 APPEALS PROCEDURES:**

Any decision or action may be appealed as set forth in this Ordinance. The appellant shall be an affected person as defined in Idaho Code §67-6521(1) (a). Any request for reconsideration or appeal must be filed on an application as provided by the Planning and Zoning Department, such request for reconsideration or appeal must identify specific deficiencies in the decision for which reconsideration or appeal is sought, and must otherwise comply with Idaho Code §67-6535(2)(b).

#### **2.10.A APPEAL OF ADMINISTRATIVE DECISION:**

- 2.10.A.1** An affected person aggrieved by a final administrative decision or action of the Administrator that was made pursuant to the provisions of this Ordinance may appeal to the Board.
- 2.10.A.2** An appeal shall be filed with Planning and Zoning Department within fourteen (14) calendar days after the date of the final decision. If the deadline for filing an appeal falls on a weekend or Boise County holiday the appeal deadline is automatically extended to the next workday.
- 2.10.A.3** For an appeal, the Board shall hold a public hearing to consider the decision of the Administrator and any additional evidence that may be offered by the public, applicant or Administrator.
- 2.10.A.4** The Board may affirm, reverse or modify, in whole or in part, the Administrator's decision.

#### **2.10.B APPEAL OF PLANNING AND ZONING COMMISSION DECISION:**

- 2.10.B.1** An affected person aggrieved by a decision (but not a recommendation) of the Commission that was made pursuant to the provisions of this Ordinance may appeal to the Board.
- 2.10.B.2** An appeal shall be filed with Planning and Zoning Department within fourteen (14) calendar days after the date of the Findings, Conclusions and Order were signed by the Commission.
- 2.10.B.3** For an appeal, the Board shall hold a public hearing to consider the decision of the Commission and any additional evidence that may be offered by the public, applicant or Administrator.
- 2.10.B.4** The Board may affirm, reverse or modify, in whole or in part, the Commission's decision.

#### **2.10.C APPEAL OF BOARD OF COUNTY COMMISSIONER DECISION:**

An affected person aggrieved by a final decision of the board may seek judicial review as provided in Idaho Code §67-6521(1)(d) and §67-6535(2)(b) within twenty-eight (28) calendar days after all remedies have been exhausted under local Ordinances. However, before any affected person can seek judicial review they must first seek reconsideration of the final decision by the Board within fourteen (14) calendar days of the date the final written decision or action is signed. Such written request for reconsideration by the Board must identify specific deficiencies in the final decision for which reconsideration is sought. Upon receipt of such motion for reconsideration, the Board may opt to hold a public hearing, issue a written decision based on the motion and the record, or take no action.

## **SECTION 2.4.D NOTICE TO PUBLIC:**

### **Section 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.

### **Section 2.4.D.3**

At least fifteen (15) calendar days prior to the public hearing, the Administrator shall send a notice of the date, time and place, and a summary of the application to property owners or purchasers of record (as listed in the current records of the Boise County Assessor) owning property within six hundred feet (600') of the parcel or platted lot(s) subject to the application

### **Section 2.4.D.4**

The following uses shall require radius notice within one thousand (1,000) feet of parcel(s) or platted lot(s) which is the subject of the application:

- 2.4.D.4.a Distributed power facility, rooftop wind facility.
- 2.4.D.4.b Junkyard or automobile wrecking yard.
- 2.4.D.4.c Sawmill or planing mill.
- 2.4.D.4.d Soil or water remediation.
- 2.4.D.4.e Tower or antenna structure, commercial.
- 2.4.D.4.f Vehicle impound yard.
- 2.4. D.4.g The following uses shall require notice within two thousand-six hundred-forty feet (2,640') of the property parcel(s) or platted lot(s) which is the subject of the application:
  - 2.4. D.4.h Aircraft landing field (private ownership).
  - 2.4. D.4.i Airport (public ownership).
  - 2.4. D.4.j Asphalt plant
  - 2.4. D.4.k Centralized power facility.
  - 2.4. D.4.l Commercial feed lot planned to hold more than three hundred one (301) animals, or a CAFO.
  - 2.4. D.4.m Concrete Batch plant
  - 2.4. D.4.n Distributed power facility, or freestanding wind tower.
  - 2.4. D.4.o Explosive manufacturing or storage.
  - 2.4. D.4.p Manufacture, processing, or storage of hazardous chemicals, flammable substances, or gases.
  - 2.4. D.4.q Meatpacking facility.
  - 2.4. D.4.r Pit, mine, quarry, or geologic exploration requiring administrative or conditional use approval.
  - 2.4. D.4.s Processing plant for agricultural or dairy products.
  - 2.4. D.4.t Public use, public or private correctional facility.
  - 2.4. D.4.u Racetrack, vehicle or animal.
  - 2.4. D.4.v Rock Crushing operations.
  - 2.4. D.4.w Sanitary landfill, waste storage site.

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## SIGN PERMIT APPLICATION

SN # \_\_\_\_\_

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 #2024-01 (ULO) prior to submittal. This Ordinance along with application materials are located on the County website at [www.boisecounty.us](http://www.boisecounty.us).

### ULO #2024-01, Section 3.6: Sign Regulations.

*To expedite the review of your applications, please be sure to address each of the following items:*

#### SECTION I: PERSONAL AND PROPERTY RELATED DATA

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

#### SECTION II: SIGN INFORMATION

<b><u>Attach the Sign &amp; Site Plan drawn to scale.</u></b>	
Height from natural ground: _____	Dimensions: _____
Square Footage: _____	Color(s): _____
Materials Used: _____	
Type of Sign (refer to attached Ordinance 2016-01, Sec. 3.6): _____	
Specific Location of the Proposed Sign: Parcel # _____	
Physical Address: _____	

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.

• 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: \_\_\_\_\_

NOTE: The applicant may differ from the property owner; if this is the case, **both** signatures are required.

### SECTION III: INFORMATION REQUIRED

1. Latest recorded deed to the property.
2. Application complete & signed; including Affidavit of Legal Interest and Letter of Authorization, if applicable.
3. Application fees paid in full in accordance with the current fee schedule; including any/all applicable fees.
4. Sign & Site Plan, per Ordinance #2024-01, Section 3.6.C.
  - a) Sign & Site Plan drawn to scale.
  - b) Size (no more than 32 sq. ft.).
  - c) Lettering size or graphic style which meets Section 3.6.8.2.g
  - d) Design features other than lettering such as symbols, logos, etc.
  - e) Lighting, if proposed.
  - f) Total height of sign from the ground, not to exceed requirements, shown on plan.
  - g) Site Plan to include the location of each sign on the building(s) and/or property.

**SECTION III: STAFF ANALYSIS FINDINGS OF FACTS AND CONCLUSIONS**

**SECTION IV: ADMINISTRATOR ORDER**

Application is approved       Application is denied      Date: \_\_\_\_\_

<b>THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT</b>	
FILE # _____	Rec'd Date: _____
Fee paid: _____	Date: _____
Payment type: _____	Number: _____
Receipt #: _____	Are application materials attached? Yes ____ No ____
ACCEPTED BY _____	Date: _____