

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

March 2024

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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 #2024-02 (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. The Planning and Zoning Department DOES NOT accept faxed applications or signatures.

See ULO #2024-02, 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

Property 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: _____ 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

1st Floor _____

2nd Floor _____

Total _____

Existing Gross Square Feet

1st Floor _____

2nd 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: BUILDING OFFICE USE ONLY PARKING OFFICE USE ONLY

	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 _____