

Boise County Planning and Zoning Department

413 Main Street, PO Box 1300

Idaho City, Idaho 83631

Phone: 208-392-2293

www.boisecounty.us



MASTER ADMINISTRATIVE REVIEW APPLICATION

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

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

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

March 2024

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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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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 Amended Unified Land Use Ordinance #2024-02 (ULO) prior to submittal. This Ordinance along with application materials are located on the County website at www.boisecounty.us.

ULO #2024-02, 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

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: () _____

SECTION II: SIGN INFORMATION

Attach the Sign & Site Plan drawn to scale.

Height from natural ground: _____ Dimensions: _____
Square Footage: _____ Color(s): _____
Materials Used: _____
Type of Sign (refer to attached Ordinance 2016-02, 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 #2024-02, 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.A.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: _____

THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

FILE # _____ Rec'd Date: _____

Fee paid: _____ Date: _____

Payment type: _____ Number: _____

Receipt #: _____ Are application materials attached? Yes ____ No ____

ACCEPTED BY _____ Date: _____