

# 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

March 2024

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## MINOR PLAT SUBDIVISION APPLICATION

SMP # \_\_\_\_\_

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 & Zoning Commission. 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](http://www.boisecounty.us).

**ULO #2024-02, Section 5.16: MINOR PLAT REVIEW:** Division of a parcel of land into four (4) or fewer parcels, each of which is a minimum of two (2) acres for the purpose of sale, lease or transfer of ownership. If an original parcel was subdivided per the “Subdivision Exception” process then any new parcel created by such a Subdivision Exception would be eligible for a Minor Subdivision, provided all criteria is met.

### SECTION I: PROPERTY OWNER INFO AND CONTACTS

**Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**Applicant** (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Location and size:**

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acreage of Parcel(s): \_\_\_\_\_

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/or 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 \_\_\_\_\_ as 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/or 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: GENERAL INFORMATION

### 1. TYPE OF DEVELOPMENT:

Proposed Subdivision Name: \_\_\_\_\_

\_\_\_\_ Single Family Residential                      \_\_\_\_\_ Commercial, \_\_\_\_\_  
\_\_\_\_ Industrial, \_\_\_\_\_                      \_\_\_\_\_ Other, \_\_\_\_\_  
\_\_\_\_ Cemetery Subdivision, Section 5.14.A                      \_\_\_\_\_ Hillside Construction, Section 5.14B

Attach copies of applicable deed(s), with the instrument number(s)

Describe and attach copies of liens and/or encumbrances filed against this property:

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

### 2. LAND USE and COMPATIBILITY

Describe the current and past land use:

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

Describe surrounding land uses:

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

Describe **and include copies** of any easements attached to this parcel(s).

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

Describe **and attach copies** of any deed restriction attached to this parcel(s):

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

### 3. LAND DEVELOPMENT DESIGN:

Number of proposed lots in this subdivision: \_\_\_\_\_ Common area \_\_\_\_\_

Minimum lot area: \_\_\_\_\_, Maximum lot area: \_\_\_\_\_, Average lot area \_\_\_\_\_

Will this development be complete One Phase \_\_\_\_\_ or more \_\_\_\_\_ how many? \_\_\_\_\_

If Phased, give phase dates and describe completion or work for each phase:

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Is proposed access from a Public Right-of-Way? \_\_\_\_ Yes: \_\_\_\_ No. If yes, name of public right-of-way: \_\_\_\_\_

If No, describe the easement to cross private land and attach copies of the recorded easements granting legal access:

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#### 4. **PROPOSED STREETS and UTILITIES**

What streets within the subdivision are currently public right-of-ways?

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What streets within the subdivision are currently private common use (PCU) roads?

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Refer to the ULO #2024-02, Chapter 3, Section 3.3 Road Construction Specifications: attach two copies of the road profile drawings and outline of construction specifications for all private common use (PCU) roads. If the road(s) is (are) existing; please attach drawings, photos and/or specifications showing the existing condition, width, easements, and road construction material.

What material(s) will be used to construct the road(s)?

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Maximum street gradient? \_\_\_\_\_%      Platted width of the streets? \_\_\_\_\_

Utility Easements shall meet Section 5.7.B of the ULO.

Will the utilities be underground? \_\_\_\_ Yes, \_\_\_\_ No.

Domestic water supply will be: Individual Well \_\_\_\_\_ Central Well\_\_\_\_\_.

Describe proposed and/or existing domestic water supply system and any proposed alterations is an existing water supply system:

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Have test wells been dug? \_\_\_\_\_ Yes, \_\_\_\_\_ No:

If yes, attach a well log report from the Idaho Department of Water Resources and show depth of well, flow, and purity of water verified. Nearest adjacent well location:

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Sanitary waste shall be by: Individual Septic \_\_\_\_\_ Central collection/treatment. \_\_\_\_\_

***Attach a copy of the Central District Health Department application with this application.***

**5. LAND CHARACTERISTICS/SITE FEATURES:**

Present Ground Cover (in %): \_\_\_\_\_ Timber, \_\_\_\_\_ Trees, \_\_\_\_\_ Brush, \_\_\_\_\_ Grass, \_\_\_\_\_ Bare, \_\_\_\_\_ Agriculture, \_\_\_\_\_ Other.

Type of Soil(s): \_\_\_\_\_ Rocky, \_\_\_\_\_ Sandy, \_\_\_\_\_ Silty, \_\_\_\_\_ Clay.

Central District Health Department (CDHD) Classification:

Present ground slope (% of each category):

\_\_\_\_\_ 0-10%, \_\_\_\_\_ 10-20%, \_\_\_\_\_ Over 20%

Describe any streams, ditches, drainages, or water bodies that are on this property or adjacent properties: Attach a topographic vicinity map (scale 1" = ¼ mile) within 600 feet of proposed subdivision showing all streams, ditches, drainages, or bodies of water:

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Is any part of the proposed subdivision located in a floodplain? \_\_\_\_\_ Yes, \_\_\_\_\_ No.

If yes include a copy of the NFIP panel with the parcel location outlined.

Have you submitted a FEMA/NFIP request for a LOMA and/or LOMR? \_\_\_\_ Yes \_\_\_\_ No

**6. STORM WATER MANAGEMENT PLAN**

Attach a copy of the Storm Water Management Plan which meets the requirements of Section 5.8 of the ULO.

**7. SEDIMENT/EROSION CONTROL PLAN**

Attach a copy of the Sediment/Erosion Control Plan which meets the requirements of Section 5.9 of the ULO.

**8. FIRE PROTECTION PLAN**

Attach a copy of the Fire Protection Plan which meets the requirements of Section 5.11 of the ULO

**9. PROTECTIVE COVENANTS**

Attach a copy of the proposed Protective Covenants which meet the requirements of Section 5.13 of the ULO.

**10. FLOOD DAMAGE PREVENTION**

If the proposed subdivision is within areas subject to a flood hazard attach a copy of the flood damage prevention plan which meets the requirements of Section 4.5 of the ULO.

**SECTION III: ITEMS REQUIRED ON THE MINOR PLAT DOCUMENTS**

1. The Minor Plat is labeled as “Minor Plat of (insert Development Name)” at the top of the plat, submitted with the complete application.
2. Minor Plat shall also contain:
  - The Sections, Township, Range and sectional reference to the location of the proposed subdivision.
  - Name of the proposed subdivision.
  - Name and address of all owners, sponsors, designers, engineers, land surveyors and builders.
  - Size and area of subdivision, and all existing easements and deed restrictions pertinent thereto.
  - A drawing and related data showing number, depth and width of lots and dimensions of streets and their maximum and minimum gradient.
  - Legal metes and bounds description of area to be platted.
  - The data, scale, and reference to true north point.
  - Monuments, consisting of the section corner, the quarter section corner or the meander corner, including historical and existing meander lines or such other makers or record as required by the county recorder.
  - The boundary lines of the tract to be subdivided.
  - Contours with intervals acceptable to the County Engineer.
  - The tract designation of any immediate adjacent subdivision as shown in the files of the Boise County Recorder.
  - All parcels of land or interests therein ordained to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of the property owners of the subdivision with purpose, condition, or limitations of such reservations clearly indicated; in residential plats, all parcels intended for or other than residential use to be appropriately labeled.
  - The proposed street names and the number of lots and blocks, together with the layout of the proposed street rights-of-way lines, lot lines, alley and easement lines,

and building setback lines, including all approximate dimensions and any and all proposed extensions, and other important features, such as the general outline of the following: existing buildings, water courses, power lines, telephone lines, railroad lines, and existing easements, municipal boundaries, and section lines.

- Typical cross section and profiles of streets and/or drainage easements showing grades approved by the County Engineer. The profiles shall be drawn to county standard scales and elevations and shall be based on a datum plane approved by the County Engineer.
- Right of Way widths for both public and private-common use streets shall be in accordance with those standards adopted by the Boise County Road Standards Ordinance, or its successor.
- For subdivision with community water and/or sewer systems, a rough layout showing the proposed location, length and approximate size and grade or pressures at various locations, of water distribution systems, pipes, valves and hydrants, type and size of services, source of water supply storage, and so on.
- A rough layout showing the proposed location, length and grades of sewer lines, catch basins, pumps and other drainage and sewage structures, types and sizes of service, treatment and disposal facilities and so on.

#### **SECTION IV: OTHER REQUIRED ITEMS FOR MINOR PLAT**

This section contains other items necessary to fulfill the requirements for approval of the Minor Subdivision plat application.

- Draft Letter of Credit or Bond for financial guarantee of public improvements
- Engineers cost of public improvements
- Three (3) Sets of “Final Stamped” construction drawings for public improvements
- Preliminary approval letter from Central District Health Department (P & Z will submit for this.
- Preliminary approval letter from Fire District

#### **SECTION V: STAFF SUMMARY**

This subdivision minor plat application will be reviewed under the provision of the ULO #2024-02, Chapter 5, and other chapters, as applicable. The above checklist is self-explanatory as to the requirements that are necessary to grant approval of this application.

#### **SECTION VI: PUBLIC HEARING AND NOTICE**

The public hearing for this subdivision minor plat application shall be duly noticed in the Idaho World and notification shall be sent via mail or email to agencies and surrounding property owners in accordance with the ULO Sections 2.4.C and 2.4.D.

*P&Z COMMISSION PUBLIC HEARING DATE SET:* \_\_\_\_\_

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

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

The Commission shall consider all public comments. After thorough consideration the Commission shall recommend approval, approval with conditions, or denial, to the Board of the Minor Plat application.

**SECTION VIII: BOARD OF COUNTY COMMISSIONERS ACTION**

If the Commission recommends approval or approval with conditions the minor plat subdivision application shall be scheduled for a public hearing before the Board.

*Please note that applications will be returned if they are (substantially) incomplete or missing clearly required information. Be sure to complete each question fully and to attach all documents where required. The County reserves the right to request a copy of a recent title insurance policy, if inadequate information is offered.*

**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: _____ |                                                      |

**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 #2024-02, 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 \_\_\_\_\_