City of Idaho City Planning & Zoning Application

- Amendment
- Annexation or De-Annexation
- Large Scale Developments
- Subdivisions
- Conditional or Special Use Permits
- Zone Change
- Variance

511 Main Street
PO Box 130
Idaho City, ID 83631
(208) 392-4584
idahocityclerk@cityofic.org
https://idahocity.municipalimpact.com/

Application Instructions

1. Fill out application

2. Submit letter of review from the following agencies;
   - Public Works Committee
   - Fire Department
   - Idaho Power
   - Idaho Transportation Department (if your proposal is accessed off a State Highway)

   Make sure to take all supporting documents concerning your proposal such as but not limited to Aerial maps, site plan, plan of operation, onsite photographs. Please be courteous and schedule appointments with the agencies.

3. A plot plan is required for any development (see included requirements).

4. A written plan of operation i.e. Hours of operation, number of employees, average daily ADT etc is required to be submitted with the application packet if applicable. (The more information the better)

5. Legal description of the property to be developed must be submitted to our office in **written form** as well as **digital form**.

6. The applicant must address all applicable performance standards pertaining to their development. Additional standards may be required to be addressed as determined by the Planning & Zoning Administrator.

* Applications must be submitted on forms provided by the Planning & Zoning Department. Multiple copies of applications and supporting material may include a preliminary title search, site plan, aerial photo and preliminary plat, also any other items that may pertain to any proposal required by the administrator. All applications shall demonstrate code compliance in writing by addressing each section applicable to their development. Public hearings will only be set after all supporting material has been submitted in writing. Written comments from the public must be submitted 7 days prior to the public hearing. Notices will be published in the Idaho World for two consecutive weeks and all property owners within 300 ft of the development will receive notices of the proposal prior to the public hearing.

** **There will be additions fees for publications, notices & mailings. These fees are not included in the application fee. No decision of record will be signed until the invoice for balance due is paid.**

City of Idaho City Planning & Zoning Application

511 Main Street
PO Box 130
Salmon, Idaho 83467
(208) 392-4584
Email: idahocityclerk@cityofic.org
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THIS IS MY APPLICATION FOR:

- ☐ Amendment or Vacation
- ☐ Annex or De- Annexation
- ☐ Large Scale Development
- ☐ Subdivision
- ☐ Conditional or Special Use Permits
- ☐ Variance
- ☐ Zone Change

Date Received:_____

Application Fee: $_____ (additional fees may apply)**

Payment Receipt # _____

Property Owner Information

Name:_____
Physical Address:_____
Mailing Address:_____
City:_____ State:_____ Zip:_____
Phone:_____ Fax:_____ Email:_____

Agent/Representative Information

(Owner must submit a signed release allowing agent/representative to represent their application)

Name:_____
Physical Address:_____
Mailing Address:_____
City:_____ State:_____ Zip:_____
Phone:_____ Fax:_____ Email:_____

Project Site Information

Site Address: (if one has been assigned)_____
Parcel #(s):_____
(Please attach a separate sheet if additional room is needed)
Total Acres:_____
Is the proposed project within the current Area of City Impact?
Subdivision Name: (if applicable)_____ Lot:_____ Block:_____

General Information

Nature of Proposed Activity:_____

How is property currently used:_____

Current Zoning:_____

Proposed Zoning (if applicable):_____

Is project located in a floodplain and/or floodway?

Flood Zone:_____

Does any portion of the parcel to be developed have a slope in excess of 15%

Yes:__ No:___

How are adjoining properties currently being used?

North:_____
East:_____
South:_____
West:_____

On what street does the property have frontage?_____

Gravel?_____Paving?____Other?_____Sidewalk?_____Curbs?_____Gutters? _____

This application has been filed out to the best of my knowledge. I understand that additional fees will be charged and that the record of decision will not be signed until all fees have been paid.

_____

Signature of Applicant/Representative Date

(Please attach Affidavit of Proprietary Interest)

Staff Use Only:

Date Accepted:_____Application Accepted by:_____

Hearing Date:_____

2019

AFFIDAVIT OF PROPRIETARY INTEREST

STATE OF_____)

) SS.

BOISE COUNTY)

I, the undersigned, swear and verify the following statement to be true and correct:

1. I acknowledge that as a prerequisite to the application I now submit to Idaho City, I must be the owner or authorized representative of the owner of the real property which is the subject of the application;

2. I possess such proprietary or representative interest, as a result of the following; (state legal interest in property or relationship to the title holder who must be identified)

   _____

3. That the legal description of the legal property which is the subject of my application has been attached as an exhibit to this affidavit;

4. I agree to indemnify, defend and hold Idaho City and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of my application.

DATED THIS_____DAY OF_____, 20_____

_____
Signature

SUBSRIBED AND SWORN to before me the day and year first above written

_____
Notary Public for _____

Residing at_____

Commission Expires_____

DRAWING SUBMITAL REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

(Please provide the following information with your application. Failure to do so could delay your application process.)

- ☐ **VICINTY MAP**
  1- 8 ½ x 11 reproducible map showing the property under consideration and the adjacent property and subdivision lines.

- ☐ **PLOT PLAN** (please provide all that apply)
  1- 8 ½ x 11 reproducible copy drawn to scale and 1 larger copy drawn to scale showing all relevant information as listed below;

  - Location, dimensions and height of all proposed structures including signs, fences and canopies.
  - The location, width, surface type and name of all existing or proposed streets, drives and parking areas within or immediately adjacent to the property, as well as other rights of ways, easements, canals and ditches
  - The location and size of existing utilities and utility easements
  - Loading and unloading areas; docks or ramps
  - Parking design- showing the number of spaces to be provided as well as length and widths of those spaces including any handicap parking.
  - Trash storage areas
  - Include new and existing structures and natural features as well as new and existing landscaping and vegetation, within or immediately adjacent to the property. Also indicate those which will be removed or modified.
  - Method of handling surface run off
  - Existing and proposed contour lines and/or spot grades (if site is flat note so)

- ☐ **ELEVATION DRAWINGS FOR ALL BUILDINGS** (if applicable)
  1 set drawn to scale (must be reproducible, applicant will be charged for copies larger than 8 ½ x 11)

- ☐ **INTERIOR FLOOR PLANS** (if applicable)
  1 set drawn to scale (must be reproducible, applicant will be charged for copies larger than 8 ½ x 11)

Note: Additional information may be required as determined by the Idaho City Planning & Zoning Administrator.

DRAWING SUBMITAL REQUIREMENTS FOR SUBDIVISIONS

(Please provide the following information with your application. Failure to do so could delay your application process.)

- ☐ **VICINTY MAP**
  2- 8 ½ x 11 reproducible map showing the property under consideration and the adjacent property and subdivision lines.

- ☐ **PRELIMINARY PLAT REQUIREMENTS.** Preliminary plats shall provide all information necessary to function as a "site plan", as defined by this ordinance, including:

  - a title block showing the name of the proposed subdivision and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state;

  - the name, address, and registration number of the engineer or land surveyor who prepared the preliminary plat;

  - a north point, both graphic and written scales, and a legend explaining all symbols and abbreviations used;

  - a vicinity map that locates the proposed subdivision within the section and shows major roads and watercourses adjacent to or near the subdivision, the boundaries of and recorded names or numbers of all adjacent or nearby subdivisions and certificates of survey, and the county tax number of all adjoining parcels;

  - the location, nature, and boundaries of all existing public ways and public or private easements in or adjacent to the proposed subdivision, including the county book and page number references to the instruments establishing those ways or easements;

  - the location and size of all existing utility lines in or adjacent to the proposed subdivision;

  - the exterior boundaries of the proposed subdivision;

  - the location, exterior dimensions, and number of proposed lots and blocks, or other parcels created by the subdivision;

  - the acreage of each proposed lot, and a table showing the total acreage of the area proposed for subdivision, the total acreage in lots, the total acreage in streets, and the total acreage of parcels proposed for dedication to public use or to be held in common by the lot owners;

- the names of all proposed streets and widths and boundaries of all proposed street rights-of-way and utility easements;

- the location of all irrigation structures, watercourses, and wetlands within or adjacent to the proposed subdivision;

- the location of any Floodplain and floodway boundaries, as established by the Federal Emergency Management Agency, and any stream corridor setback lines.

- elevation contours, at an interval of twenty (20) feet

- **FINAL PLAT REQUIREMENTS.** All final plats submitted shall be prepared in compliance with Chapter 13, Title 50 of the Idaho Code, as amended, and shall include all information listed below:

  - a title block showing purpose of the land division and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state;

  - the name, address, and registration number or seal of the engineer or land surveyor who prepared the plat and that person's certification that the plat is accurate, and that the monuments described in it have been located and/or established as described;

  - a north point, both graphic and written scales, and a legend explaining all symbols and abbreviations used;

  - the basis of bearings and point of beginning for the subdivision survey, which shall be tied to two monument section or quarter section corners;

  - the location and a description of all existing monuments found during the course of the survey;

  - the location, nature, and boundaries, with bearings and distances, of all existing public ways and public or private easements in or adjacent to the division, including the county book and page number references of the instruments establishing those ways or easements;

  - the exterior boundaries of the division, with all bearings and distances, including curve data for curving boundaries;

  - the location, exterior dimensions, and number of all lots and blocks, or other parcels created by the division, including bearings and distances and curve data for curving boundaries;

  - the location and a description of all monuments established during the course of the survey;

- any stream corridor setback lines established by this ordinance and, where required, the location of any floodplain and floodway boundaries, as established by the Federal Emergency Management Agency;

- the acreage of each lot, and a table showing the total acreage of the divided area, the total acreage in lots, the total acreage in streets, and the total acreage of any parcels dedicated to public use or held in common by the lot owners;

- the names of all streets and widths and boundaries of all street rights-of-way and utility easements, including bearings and distances and curve data for curving boundaries;

- a signed and dated owner's certificate which includes a complete legal description of the parcel being divided, and in which the owners of record dedicate all public ways and other public spaces to public use;

- a public notary's acknowledgment of the owner's certificate;

- a signed and dated certificate of consent in which all mortgagors, lien holders, and other parties with any real property interest, including the holders of mineral rights, in the property consent to its division;

- a public notary's acknowledgment of the certificate of consent;

- certificates for plat approval by the commission and board;

- a statement of "sanitary restriction", as required by I.C. 50-1326;

- a certificate for use by the county recorder in recording the plat after its approval (as shown below); and any other information required for compliance with this ordinance.

- Final plats shall be prepared at a legible scale. All dimensions shown shall be in feet and decimals. Plats of large areas may be prepared on multiple, serially numbered sheets with match lines, and a sheet index map, which may be combined with the required vicinity map. All required certificates and the vicinity and index maps shall appear on the first of the serially numbered sheets.

- Required curve data include the radius, delta (?), tangent, chord, length, and chord bearing.

- The developer shall also provide the city with one reproducible copy of the final plat suitable for photographic reproduction and reduction.

Note: Additional information may be required as determined by the City Planning & Zoning Administrator.

Fee Schedule

Amendments

Amendment to Comprehensive Plan and/or map.....$500.00
+ a) Processing fee per photocopy page.....$0.10
+ b) Postage, Publication, Recording fees & Legal Notices
Amendment to Salmon Development Code.....$500.00
+ a) Processing fee per photocopy page.....$0.10
+ b) Postage, Publication, Recording fees & Legal Notices

Annexation

Annexation.....$500.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices
Annexation (minor).....$250.00
(amd. Ord. 12-781, 5-16-12)

Development

Large Scale Development.....$500.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices
Subdivision, creating not more than 3 lots or parcels $250.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices
Subdivision, creating 4 or more lots or parcels.....$1,000.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices
+ c) any additional fees incurred by an independent engineering and/or surveying consultants retained by the City for further professional review and approval necessary to verify compliance of final construction plans which substantially conform to final subdivision plans approve by City Council.
+d) Additional Inspections of project.....$100.00
(refund of ½ inspection cost after acceptance of final as-built drawings)

Permits

(amd Ord. 12-781, 5-16-12)

Conditional Use Permit (amd. Ord 12-781, 5-16-12).....$500.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices

Special Use Permit (amd. Ord 12-781, 5-16-12).....$500.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices

Vacations

(amd Ord. 12-781, 5-16-12)

Vacation of Public Right of Way $500.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices

Variance

Sign Variance $250.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices

Variance (amd. Ord. 12-781, 5-16-12) $150.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices

Zoning

Zoning Map Change (Rezoning).....$500.00
+ a) Processing fee per photocopy page $0.10
+ b) Postage, Publication, Recording fees & Legal Notices

All application fees will be paid at the time the application is filed. All other costs will be billed to the applicant with payment require net 30 days.