

# Valley County Planning & Zoning Department

219 N. Main  
PO Box 1350  
Cascade, ID 83611  
www.co.valley.id.us  
Phone 208-382-7115  
Fax 208-382-7119



## Conditional Use Permit Application

<i>TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT</i>		<input type="checkbox"/> Check # _____ or <input type="checkbox"/> Cash
FILE # _____		FEE \$ _____
ACCEPTED BY _____		DEPOSIT \$ _____
CROSS REFERENCE FILE(S): _____		DATE _____
PROPOSED USE: _____		

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.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### The following must be completed and submitted with the conditional use permit application:

- ❖ A **detailed project description** disclosing the purpose, strategy, and time frame of construction. Include a phasing plan if appropriate.
- ❖ A **plot plan**, drawn to scale, showing the boundaries, dimensions, area of lot, existing and proposed utilities, streets, easements, parking, setbacks, and buildings.
- ❖ A **landscaping 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 **site grading plan** clearly showing the 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**.
- ❖ **Names and addresses of property owners** within 300 feet of the property lines. Information can be obtained through the Assessor's Office. Only one copy of this list is required.
- ❖ **Ten (10) copies** of the application, project description, plot plan, landscaping plan, grading plan, and impact report are required.

We recommend you review the Valley County Codes online at [www.co.valley.id.us/planning-zoning](http://www.co.valley.id.us/planning-zoning) or at the Planning & Zoning Office at 219 North Main Street, Cascade, Idaho

Subject to Idaho Statute 55-22 Underground Facilities Damage Prevention.

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

Owner  Purchaser  Lessee  Renter

APPLICANT'S MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

AGENT/REPRESENTATIVE \_\_\_\_\_ FAX \_\_\_\_\_ PHONE \_\_\_\_\_

AGENT/REPRESENTATIVE ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON (if different from above) \_\_\_\_\_

CONTACT'S ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**ADDRESS OF SUBJECT PROPERTY** \_\_\_\_\_

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 \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

6. MAXIMUM PROPOSED STRUCTURE HEIGHT: \_\_\_\_\_

7a. NON-RESIDENTIAL STRUCTURES OR ADDITIONS (If applicable):

Number of Proposed Structures: \_\_\_\_\_ Number of Existing Structures: \_\_\_\_\_

Proposed Gross Square Feet

Existing Gross Square Feet

1<sup>st</sup> Floor \_\_\_\_\_

1<sup>st</sup> Floor \_\_\_\_\_

2<sup>nd</sup> Floor \_\_\_\_\_

2<sup>nd</sup> Floor \_\_\_\_\_

Total \_\_\_\_\_

Total \_\_\_\_\_

8a. TYPE OF RESIDENTIAL USE (If applicable):  
Single family residence  Mobile home for single family residence  Multiple residences on one parcel

8b. SQUARE FOOTAGE OF PROPOSED RESIDENTIAL STRUCTURES (If applicable): \_\_\_\_\_  
SQUARE FOOTAGE OF EXISTING RESIDENTIAL STRUCTURES: \_\_\_\_\_

8c. DENSITY OF DWELLING UNITS PER ACRE: \_\_\_\_\_

9. SITE DESIGN:  
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:  
**Total: 100%**

10. PARKING (If applicable): **Office Use Only**  
a. Handicapped spaces proposed: \_\_\_\_\_ Handicapped spaces required: \_\_\_\_\_  
b. Parking spaces proposed: \_\_\_\_\_ Parking spaces required: \_\_\_\_\_  
c. Number of compact spaces proposed: \_\_\_\_\_ Number of compact spaces allowed: \_\_\_\_\_  
d. Restricted parking spaces proposed: \_\_\_\_\_  
e. Are you proposing off-site parking: \_\_\_\_\_

11. SETBACKS:	<u>BUILDING</u>	<u>Office Use Only</u>	<u>PARKING</u>	<u>Office Use Only</u>
	Proposed	Required	Proposed	Required
Front	_____	_____	_____	_____
Rear	_____	_____	_____	_____
Side	_____	_____	_____	_____
Street Side	_____	_____	_____	_____

12a. NUMBER OF EXISTING ROADS: \_\_\_\_\_ Width: \_\_\_\_\_ Private or Public? \_\_\_\_\_  
Are the existing road surfaces paved or graveled? \_\_\_\_\_

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. ARE THERE ANY EXISTING IRRIGATION SYSTEMS? \_\_\_\_\_  
 Are you proposing any alterations, improvements, extensions or new construction? \_\_\_\_\_  
 If yes, Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. DRAINAGE (Proposed method of on-site retention): \_\_\_\_\_  
 Any special drains? \_\_\_\_\_ (Please attach map)  
 Soil type (Information can be obtained from the Soil Conservation District): \_\_\_\_\_
- 17a. IS ANY PORTION OF THE PROPERTY LOCATED IN A FLOODWAY OR 100-YR FLOODPLAIN?  
 (Information can be obtained from the Planning & Zoning Office) \_\_\_\_\_
- 17b. DOES ANY PORTION OF THIS PARCEL HAVE SLOPES IN EXCESS OF 15%? \_\_\_\_\_
- 17c. ARE THERE WETLANDS LOCATED ON ANY PORTION OF THE PROPERTY? \_\_\_\_\_
18. IS THERE ANY SITE GRADING OR PREPARATION PROPOSED? \_\_\_\_\_ If yes, Explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
19. COMPLETE ATTACHED PLAN FOR IRRIGATION if you have water rights and are in an irrigation district.
20. COMPLETE ATTACHED WEED CONTROL AGREEMENT
21. COMPLETE ATTACHED IMPACT REPORT. It must address potential environmental, economic, and social impacts and how these impacts are to be minimized.



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## APPLICATION FOR IRRIGATION PLAN APPROVAL

submitted with C.U.P. & Subdivision Applications

(Idaho Code 31-3805)

Applicant(s): \_\_\_\_\_

\_\_\_\_\_  
Mailing Address City, State Zip

Telephone Numbers: \_\_\_\_\_

Location of Subject Property: \_\_\_\_\_  
(Property Address or Two Nearest Cross Streets)

Assessor's Account Number(s): RP \_\_\_\_\_ Section \_\_\_\_ Township \_\_\_\_ Range \_\_\_\_

C.U.P Number: \_\_\_\_\_

This land:  Has water rights available to it  
 Is dry and has no water rights available to it. If dry, please sign this document and return to the Planning & Zoning Department as part of your application.

**Idaho Code 31-3805** states that when all or part of a subdivision is "located within the boundaries of an existing irrigation district or canal company, ditch association, or like irrigation water deliver entity ... **no subdivision plat or amendment to a subdivision plat or any other plat or map recognized by the city or county for the division of land will be accepted, approved, and recorded unless:**"

- A. The appropriate water rights and assessment of those water rights have been transferred from said lands or excluded from an irrigation entity by the owner; or
- B. The owner filing the subdivision plat or amendment to a subdivision plat or map has provided for the division of land of underground tile or conduit for lots of one acre or less or a suitable system for lots of more than one acre which will deliver water to those land owners within the subdivision who are also within the irrigation entity with the appropriate approvals:
  - 1. For proposed subdivisions located within an area of city impact, both city and county zoning authorities must approve such irrigation system in accordance with 50-the irrigation system.
  - 2. For proposed subdivisions outside of negotiated areas of city impact, the delivery system must be approved by the Planning and Zoning Commission and the Board of County Commissioners with the advice of the irrigation entity charged with the delivery of water to said lands.



## Irrigation Plan Map Requirements

The irrigation plan **must be on a scalable map** and show all of the irrigation system including all supply and drainage structures and easements. Please include the following information on your map:

- All canals, ditches, and laterals with their respective names.
- Head gate location and/or point of delivery of water to the property by the irrigation entity.
- Pipe location and sizes, if any
- Rise locations and types, if any.
- Easements of all private ditches that supply adjacent properties (i.e. supply ditches and drainage ways).
- Slope of the property in various locations.
- Direction of water flow (use short arrows on your map to indicate water flow direction  $\rightarrow$  ).
- Direction of wastewater flow (use long arrows on your map to indicate waste water direction  $\longrightarrow$  ).
- Location of drainage ponds or swales, if any where wastewater will be retained on property
- Other information: \_\_\_\_\_

### Also, provide the following documentation:

- Legal description of the property.
- Proof of ownership.
- A written response from the irrigation entity and/or proof of agency notification.
- Copy of any water users' association agreement currently in effect which shows water schedules and maintenance responsibilities.
- Copy of all new easements ready for recording (irrigation supply and drainage).
- If you are in a city area of impact, please include a copy of the approvals by the city planning and zoning commission and city council of your irrigation plan.

### =====Applicant Acknowledgement=====

I, the undersigned, agree that prior to the Planning and Zoning Department accepting this application, I am responsible to have all the required information and site plans.

**I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior to the recording of the plat or building permit.**

Signed: \_\_\_\_\_  
Applicant / Property Owner

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Application Submitted)



# VALLEY COUNTY

## WEED CONTROL AGREEMENT

The purpose of this agreement is to establish a cooperative relationship between Valley County and the undersigned Cooperator to protect the natural and economic values in the Upper Payette River watershed from damages related to the invasion and expansion of infestations of noxious weeds and invasive plants. This is a cooperative effort to prevent, eradicate, contain and control noxious weeds and invasive plants on public and private lands in this area. Factors related to the spread of weeds are not related to ownership nor controllable at agency boundaries. This agreement formalizes the cooperative strategy for management of these weeds addressed in Valley County's Integrated Weed Management Plan.

In this continuing effort to control Noxious Weeds, Valley County Weed Control will consult with the undersigned Cooperator and outline weed identification techniques, present optional control methods and recommend proper land management practices.

The undersigned Cooperator acknowledges that he/she is aware of any potential or real noxious weed problems on his/her private property and agrees to control said weeds in a timely manner using proper land management principles.

### COOPERATOR

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

By: \_\_\_\_\_

By: \_\_\_\_\_

**Valley County Weed Control**

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# IMPACT REPORT (from Valley County Code 9-5-3-D)

You may add information to the blanks below or attach additional sheets.

- ❖ An impact report shall be required for all proposed Conditional Uses.
- ❖ The impact report shall address potential environmental, economic, and social impacts and how these impacts are to be minimized as follows:
  1. Traffic volume, character, and patterns including adequacy of existing or proposed street width, surfacing, alignment, gradient, and traffic control features or devices, and maintenance. Contrast existing with the changes the proposal will bring during construction and after completion, build-out, or full occupancy of the proposed development. Include pedestrian, bicycle, auto, and truck traffic.
  2. Provision for the mitigation of impacts on housing affordability.
  3. Noise and vibration levels that exist and compare to those that will be added during construction, normal activities, and special activities. Include indoor and outdoor, day and night variations.
  4. Heat and glare that exist and that might be introduced from all possible sources such as autos in parking areas, outdoor lights, water or glass surfaces, buildings or outdoor activities.
  5. Particulate emissions to the air including smoke, dust, chemicals, gasses, or fumes, etc., both existing and what may be added by the proposed uses.

6. Water demand, discharge, supply source, and disposal method for potable uses, domestic uses, and fire protection. Identify existing surface water drainage, wet lands, flood prone areas and potential changes. Identify existing ground water and surface water quality and potential changes due to this proposal.
  
7. Fire, explosion, and other hazards existing and proposed. Identify how activities on neighboring property may affect the proposed use.
  
8. Removal of existing vegetation or effects thereon including disturbance of wet lands, general stability of soils, slopes, and embankments and the potential for sedimentation of disturbed soils.
  
9. Include practices that will be used to stabilize soils and restore or replace vegetation.
  
10. Soil characteristics and potential problems in regard to slope stability, embankments, building foundation, utility and road construction. Include suitability for supporting proposed landscaping.
  
11. Site grading or improvements including cuts and fills, drainage courses and impoundments, sound and sight buffers, landscaping, fencing, utilities, and open areas.

12. Visibility from public roads, adjoining property, and buildings. Include what will be done to reduce visibility of all parts of the proposal but especially cuts and fills and buildings. Include the affect of shadows from new features on neighboring property.
  
13. Reasons for selecting the particular location including topographic, geographic and similar features, historic, adjoining land ownership or use, access to public lands, recreation, utilities, streets, etc., in order to illustrate compatibility with and opportunities presented by existing land uses or character.
  
14. Approximation of increased revenue from change in property tax assessment, new jobs available to local residents, and increased local expenditures.
  
15. Approximation of costs for additional public services, facilities, and other economic impacts.
  
16. State how the proposed development will impact existing developments providing the same or similar products or services.
  
17. State what natural resources or materials are available at or near the site that will be used in a process to produce a product and the impacts resulting from the depletion of the resource. Describe the process in detail and describe the impacts of each part.



New and expanding business may qualify for a property tax exemption for up to 5 years by meeting the qualifications In accordance with Idaho Code§ 63-602NN

Protocols for qualifying property exemption in Valley County, Idaho

Application must be received prior to the start of construction (ex. Building Permits, excavation)  
Term of exemption, not to exceed 5 years, will be up to the discretion of the Valley County Board of Commissioners

- ❖ Retail sales business do not qualify
- ❖ Multi use may qualify excluding retail sale area
- ❖ Housing
  - Multi-family housing must have 5 units or more per structure.
    - ◆ For local housing only (workforce)
  - Multi-Family housing: units may qualify if more than one structure is built totaling 5 or more units.
    - ◆ **Vacation/short term rentals not allowed**
    - ◆ **Units cannot be individually sold (Example: Condominiums)**

Remodel and/or additions to existing Businesses

- ❖ Only the area of remodel/addition may qualify for exemption
- ❖ Retail sales additions/remodel will not qualify

Application must be filed with the Valley County Assessor's office before construction begins.

For further information regarding the 63-602NN application process and instructions please visit the Valley County Assessor's office. (208-382-7126)