

Valley County Planning and Zoning

PO Box 1350 • 700 South Main Street
Cascade, ID 83611-1350



Phone: 208-382-7115
Email: cherrick@valleycountyid.gov

DISCLAIMER

Pre-application meetings with Valley County Staff are required prior to submitting an application.

Please note that information provided in a pre-application meeting or over the phone does not guarantee approval by either the Planning and Zoning Commission nor the Valley County Board of Commissioners. Planning and Zoning staff cannot give you legal advice. You should seek the advice of an attorney if you have specific legal questions regarding the sufficiency of your application.

Sincerely,

A handwritten signature in cursive script, reading "Cynda Herrick".

Cynda Herrick, AICP, CFM
Planning and Zoning Director

Valley County Code:

9-5H-1: PREAPPLICATION CONFERENCE:

A. Conference Required: Prior to the formal filing of an application, the applicant shall confer with the administrator or staff to obtain proper forms, information, and guidance.

B. Familiarity With Standards, Goals And Objectives: The applicant shall familiarize himself with the standards of this title, the goals and objectives of the comprehensive plan, and review procedure and submittal requirements, which will affect the proposal.

C. Meeting At Site Or Other Investigations: The preapplication conference may include a meeting at the proposed site and other investigations deemed necessary by the administrator or staff.

Conditional Use Permit Process

- ☐ **Pre-Application Conference with PZ Director Required – 208-382-7115.**
- ☐ **Contact Road & Bridge Director for pre-application appointment – 208-382-7195.**
- ☐ **Submit Application**
 - **Deadline is 45 days prior to a PZ Commission meeting.**
 - **Proposals within an impact area must be submitted 60 days prior to a public hearing date to meet requirements in VCC Title 7**
 - **Public Hearings are typically held on the 2nd Thursday of every month, starting at 6:00 p.m.**
- ☐ **Staff will review, place on agenda, and notice.**
- ☐ **PZ Staff prepares a Staff Report.**
- ☐ **Public Hearing:**
 - Staff Report to Commissioners, Exhibits, and Questions for Staff
 - Presentation by Applicant
 - Testimony of Proponents.
 - Testimony of Undecided
 - Testimony of Opponents
 - Rebuttal by the Applicant
 - If new information is provided, must reopen for other testimony.
 - The public hearing is closed for Commissioner deliberation
 - Commissions approve a motion or table to a future date for more information.
 - There is a 10-day appeal period to the Board of County Commissioners in accordance with Valley County Code 9-5H-12.

Valley County Planning and Zoning Department

700 S. Main ST | PO Box 1350
Cascade, ID 83611
www.co.valley.id.us
cherrick@valleycountyid.gov
208-382-7115



Conditional Use Permit Application

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

☐ Check # _____ or ☐ Cash or ☐ Card

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:** _____

By signing, you are agreeing to allow County staff to inspect the property identified in the application.

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. Address fire mitigation, utilities, fencing, access, emissions, dust, noise, and outside storage.
- ☐ 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 GIS Portal at www.co.valley.id.us. Only one copy of this list is required. Staff may notice more than 300 feet based on adjacent ownership and potential for impacts.
- ☐ **Three (3) copies** of the application, project description, plot plan, landscaping plan, grading plan, and impact report are required.
- ☐ **A Development Agreement may be required.** Possible road mitigation should be discussed with the Valley County Road and Bridge Director, 208-382-7195.

**We recommend you review the Valley County Code online at www.co.valley.id.us
or at the Planning & Zoning Office at 219 North Main Street, Cascade, Idaho**

Subject to Idaho Statute Title 55 Chapter 22 Underground Facilities Damage Prevention.

Date of Pre-Application Meeting with Staff: _____

Staff Name(s): _____

CONTACT INFORMATION

APPLICANT _____ PHONE _____
Owner ☐ Purchaser ☐ Lessee ☐ Renter ☐

MAILING ADDRESS _____ ZIP _____

EMAIL _____

PROPERTY OWNER _____

MAILING ADDRESS _____ ZIP _____

EMAIL _____

AGENT / REPRESENTATIVE _____ PHONE _____

MAILING ADDRESS _____ ZIP _____

EMAIL _____

CONTACT PERSON (if different from above) _____

MAILING ADDRESS _____ ZIP _____

EMAIL _____ PHONE _____

PROPERTY INFORMATION

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(S) RP _____

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, and/or 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 _____

APPLICATION DETAILS

6. MAXIMUM PROPOSED STRUCTURE HEIGHT: _____

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

Number of Proposed Structures: _____

Number of Existing Structures: _____

Proposed Gross Square Feet

Existing Gross Square Feet

1st Floor _____

1st Floor _____

2nd Floor _____

2nd Floor _____

Total _____

Total _____

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

8b. TYPE OF STRUCTURE: Stick-built ☐ Manufacture Home ☐ Mobile Home ☐ Tiny Home ☐ Other ☐ _____

8c. SQUARE FOOTAGE OF PROPOSED RESIDENTIAL STRUCTURES (If applicable): _____

SQUARE FOOTAGE OF EXISTING RESIDENTIAL STRUCTURES: _____

8d. 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:

BUILDING

Office Use Only

PARKING

Office Use Only

Proposed

Required

Proposed

Required

Front

Rear

Side

Side Street

12. ROADS USED TO ACCESS SITE:

Describe how the site will be accessed: _____

Existing roads are: Publicly maintained? ☐ Privately Maintained? ☐ or Combination of both? ☐

Existing road construction: Gravel ☐ Paved ☐ or Combination of both? ☐

Primarily heavy truck traffic? Yes ☐ No ☐ Combination ☐

Anticipated Trip Generation by passenger vehicles: _____ Per Day ☐ Per Week ☐

Anticipated Trip Generation by heavy equipment: _____ Per Day ☐ Per Week ☐

The rates shown are recommended for general traffic estimation. Trip generation rates are subject to approval by the Valley County Engineer. Source: ITE – Trip Generation Manual

Roadway capacities and Levels of Service shall be evaluated according to the recommendation of the Transportation Research Board – Highway Capacity Manual, current edition. A level of service rating of C or better is required for all County roads.

Valley County Minimum Standards for Road Design and Construction - ITE – Trip Generation Manual		
Land Use	Unit	Average Daily Traffic Vehicle Per Day
Residential	Dwelling Unit	8
Retail	1000 sqft	40
Industrial	1000 sqft	10

13. DRIVEWAYS:

Will a new access point to a road be created? Yes ☐ No ☐ If so, who owns the road? _____

Must show access points, driveways, and internal roadways on site plan.

Are shared driveways proposed? If so, please explain why. Yes ☐ No ☐

14. EXISTING UTILITIES ON THE PROPERTY ARE AS FOLLOWS:

15. PROPOSED UTILITIES: _____

Proposed utility easement widths _____ Locations _____

16. SEWAGE WASTE DISPOSAL METHOD: Septic ☐ Central Sewage Treatment Facility ☐
If central sewer: North Lake RSWD ☐ Payette Lakes RWSD ☐ OTHER: _____

17. POTABLE WATER SOURCE: Public ☐ Water Association ☐ Individual Well: ☐
If individual, has a test well been drilled? _____ Depth _____ Flow _____ Purity Verified? _____
Nearest adjacent well _____ Depth _____ Flow _____

18. DRAINAGE (Proposed method of on-site retention): _____

Any special drains? _____ (Please attach map)

Soil type(s): _____
(Information can be obtained from the Natural Resource Conservation Service: websoilsurvey.nrcs.usda.gov)

Stormwater Prevention Management Plan will need approval from Valley County Engineer.

19. IS ANY PORTION OF THE PROPERTY LOCATED IN A FLOODWAY OR 100-YR FLOODPLAIN?
(Information can be obtained from the Planning & Zoning Office) Yes ☐ No ☐

20. DOES ANY PORTION OF THIS PARCEL HAVE SLOPES IN EXCESS OF 15%? Yes ☐ No ☐

21. ARE THERE WETLANDS LOCATED ON ANY PORTION OF THE PROPERTY? Yes ☐ No ☐

22. IS ANY PORTION LOCATED WITHIN 150-FT OF ANY LAKE, POND, RIVER, OR YEAR-ROUND FLOWING CREEK OR STREAM? THIS IS A RIPARIAN AREA AS DEFINED BY VCC 9-6-6.
Yes ☐ No ☐

23. IS THERE ANY SITE GRADING OR PREPARATION PROPOSED? Yes ☐ No ☐

If yes, explain:

24a. ARE THERE ANY EXISTING IRRIGATION SYSTEMS? Yes ☐ No ☐

Are you proposing any alterations, improvements, extensions or new construction? Yes ☐ No ☐

If yes, explain:

24b. COMPLETE ATTACHED PLAN FOR IRRIGATION if you have water rights and/or are in an irrigation district.

24c. SUBMIT LETTER FROM IRRIGATION DISTRICT if you are in an irrigation district.

26. COMPLETE ATTACHED WEED CONTROL AGREEMENT

27. COMPLETE ATTACHED IMPACT REPORT

Valley County Property Tax Exemption Program Eligibility Guide for New and Expanding Businesses

New and expanding businesses *may qualify* for a property tax exemption of up to **5 years** by meeting the requirements of Idaho Code § 63-602NN. Applications must be filed with the Valley County Assessor's Office prior to the commencement of construction.

ELIGIBILITY REQUIREMENTS

To be considered for this exemption, applicants must meet the following requirements:

- Submit a completed application before any construction activity begins, including building permits, excavation, or site preparation.
- The exemption period may not exceed 5 years and is subject to approval by the Valley County Board of Commissioners.
- Retail sales businesses are not eligible for this exemption.
- Mixed-use developments may qualify; however, retail sales areas are excluded from eligibility.

WORKFORCE HOUSING ELIGIBILITY

Housing developments may qualify provided all of the following criteria are met:

- Each multi-family structure contains at least five (5) dwelling units; or
- Multiple structures are constructed as one project totaling at least five (5) dwelling units.
- The project provides local workforce housing.
- Short-term rental use is prohibited.
- Dwelling units may not be individually sold (for example, condominium developments are not eligible).

REMODELS AND ADDITIONS

For existing businesses:

- Only the newly constructed or remodeled portion of the property may qualify for the exemption.
- Retail sales remodels and additions are not eligible.

CONTACT INFORMATION

For questions regarding eligibility, application requirements, or the exemption process under Idaho Code § 63-602NN, please contact the Valley County Assessor's Office at 208-382-7126.

Irrigation Plan

(Idaho Code 31-3805)

This land: ☐ Has water rights available to it
☐ Is dry and has no water rights available to it.

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 landowners 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.
 - 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 (e.g., irrigation district).

To better understand your irrigation request, we need to ask you a few questions. Additional pages can be added. A list of the map requirements follows the short questionnaire. **Any missing information may result in the delay of your request before the Planning and Zoning Commission and ultimately the approval of your irrigation plan by the Board of County Commissioners as part of final plat approval.**

- 1. Are you within an area of negotiated City Impact? ☐ Yes ☐ No
- 2. What is the name of the irrigation district/company and drainage entities servicing the property?
Irrigation: _____
Drainage: _____
- 3. How many acres is the property being subdivided? _____
- 4. What percentage of this property has water? _____
- 5. How many inches of water are available to the property? _____
- 6. How is the land currently irrigated? ☐ surface ☐ sprinkler ☐ irrigation well
☐ above ground pipe ☐ underground pipe
- 7. How is the land to be irrigated after it is subdivided? ☐ surface ☐ sprinkler ☐ irrigation well
☐ above ground pipe ☐ underground pipe
- 8. Describe how the head gate/pump connects to the canal and irrigated land and where ditches &/or pipes go.

- 9. Is there an irrigation easement(s) on the property? ☐ Yes ☐ No

10. How do you plan to retain storm and excess water on each lot? _____

11. How do you plan to process this storm water and/or excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates)

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 →).
- ☐ Direction of wastewater flow (use long arrows on your map to indicate wastewater direction —→).
- ☐ 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 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

Date: ____/____/____



VALLEY COUNTY

WEED CONTROL AGREEMENT

It shall be the duty and responsibility of all landowners to control noxious weeds on their land and property, in accordance with Idaho Statute 22-2407.

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.

Valley County Weed Department can be contacted at 208-382-7199.

By: _____
Applicant

By: Valley County Weed Supervisor

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.**

❖ **Thoroughly answer all questions. Mark N/A if the question is not applicable to your application.**

❖ **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, wetlands, 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 wetlands, 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 impacts 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.
18. What will be the impacts of a project abandoned at partial completion?
19. Number of residential dwelling units, other buildings and building sites, and square footage or gross non-residential floor space to be available.
20. Stages of development in geographic terms and proposed construction time schedule.
21. Anticipated range of sale, lease or rental prices for dwelling units, building or other site, or non-residential floor space in order to insure compatibility with adjacent land use and development.