

# 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 black ink, appearing to read "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.

# Valley County Planning and Zoning Department

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



## Short-Term Rental (STR)

(Administrative Permit)

Valley County Code Section 9-4-10

*To Be Completed by the Planning and Zoning Department*

STR PERMIT #: \_\_\_\_\_

FEE: \$ 75.00  Check # \_\_\_\_\_ or  Cash

ACCEPTED BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

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

**Check your CCRs to ensure short-term rentals are allowed within your subdivision.**

**Submit the following required documents in addition to the form:**

- A **site plan**, drawn to scale, showing the following:
  - Existing or new structures:** Those over 3-feet in height shall be subject to single-family-residential setback requirements. See attached example site plan.
  - Parking:** Location and # of vehicles that will be accommodated (include boats, ATVs, etc.) Parking shall not be in a road right-of-way or in a setback area, or in a haphazard manner, or in landscaping.
  - Lighting:** **Include pictures** showing height and type of outdoor fixtures. Refer to attached lighting info flyer - maximum of 20-ft, 3000 lumens, fully shielded – VCC Title 6-2.
  - Fire Pits:** **Include pictures**. All campfires must be in an approved fire pit as determined by the Fire Department. A fire extinguisher and/or water hose must be accessible. Fire pits shall comply with all setbacks. Consideration should be given to smoke impacting neighbors.
  - Lot Coverage Maximum:** All structures, parking lots, fire pits, and impervious areas cannot cover more than 35% of the lot.
- Proof of compliance with payment of sales tax** through the STR marketplace or provide the Employee Identification Number for the self-managed STR. Sales tax paid will need to be in accordance with Idaho State Code, Title 63 Chapter 36.
- Central District Health or Sewer District approval** showing maximum occupancy based on the size of the septic system and number of bedrooms. Maximum occupancy of 12 shall not be exceeded without a conditional use permit. **Include approval from CDH or copy of bill from sewage treatment facility.** (If on a septic system, please contact CDH for an Accessory Use Authorization.)
- Rules** that will be posted on-site. **Include copy.**
- Emergency exit plan** that will be posted on-site (example included). **Include copy.**
- Emergency contact phone numbers** that will be posted on-site. **Include copy.**
- Garbage** proof of service, if applicable.
- Address** proof of posted address on site. **Include pictures.**

OWNER NAME: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_

SITUS ADDRESS OF PROPERTY: \_\_\_\_\_

SUBDIVISION NAME – LOT/BLOCK (IF APPLICABLE): \_\_\_\_\_

HOUSE NAME: \_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ TOTAL NUMBER OF GUESTS ALLOWED PER NIGHT: \_\_\_\_\_

DESCRIBE ANY EXISTING LAND USES OR STRUCTURES:

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**Property Management Company or Manager other than the owner:**

MANAGING COMPANY \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Please check ( ✓ ):

- Full-time, year-round short-term rental
- Part-time, seasonal short-term rental. Number of months it will be used as a rental: \_\_\_\_\_

Please check ( ✓ ) how you will provide garbage removal.

- Contract for garbage pickup with local provider
- Haul garbage to the Valley County Materials Recovery Facility (240 Spink Lane)
- Multi-family complex with shared garbage pickup

The STR must meet all requirements of Idaho Central District Health (CDH) with respect to the provision of individual potable water (approved water system) and sewage disposal facilities or have a permit from an approved central sewage treatment facility. Porta-potties are not allowed.

**Check ( ✓ ) all which apply:**

- Potable Water:  Individual Well  Shared Well  Water District: \_\_\_\_\_
- Individual septic system with CDH approved maximum occupancy of: \_\_\_\_\_
- Sewage treatment facility name: \_\_\_\_\_

We recommend that you review your Subdivisions CCRs regarding short-term rentals if any apply.

**By initialing the following I agree that I have read and understand the following requirements:**

- The STR may be used for residential purposes only. It cannot be used as a wedding venue, corporate retreat, seminars, team-building events, or other use that requires a conditional use permit in Table 3A.
- There shall be no associated RV's or tents used to supplement the maximum occupancy. It will be limited to legal bedrooms with proper egress windows or Central District Health limitations for a septic system. Homes connected to sewer system shall not exceed 4 people/bedroom. Maximum occupancy is 12 people unless a conditional use permit is obtained.
- Safety Monitors and Information: Each STR shall have smoke detectors, carbon monoxide detectors, liquified petroleum detector, etc. for the occupancy type on the property.
- Outdoor amplified sound, other than household speakers, shall not be allowed at any time.
- Property manager or owner shall file an annual report as follows:
  - It is your responsibility to submit the annual report, which can be accessed from our website at [www.co.valley.id.us](http://www.co.valley.id.us)
  - Due date (renewal date) is the date of the issuance of the permit each year.
  - Shall show compliance with all requirements of original permit, including sales tax payment proof.
  - State intent for the current upcoming year.
  - List any changes that were made to operations and/or facilities. If changes are made to the structure use, number of occupants, etc., a new permit will be required with the updated information.
  - The STR permit shall be revoked if not submitted within 30 days of the renewal date.

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**GOOD NEIGHBOR RECOMMENDATION/CONSIDERATIONS – PLEASE POST FOR GUESTS:**

- 1) Quiet Hours: Should observe quiet hours from 10:00 p.m. to 7:00 a.m.
- 2) Should follow local ordinances and licensing requirements for ATVs, UTVs, and snowmobiles.
- 3) Should try to limit the number of trips through the neighborhood by recreational vehicles.

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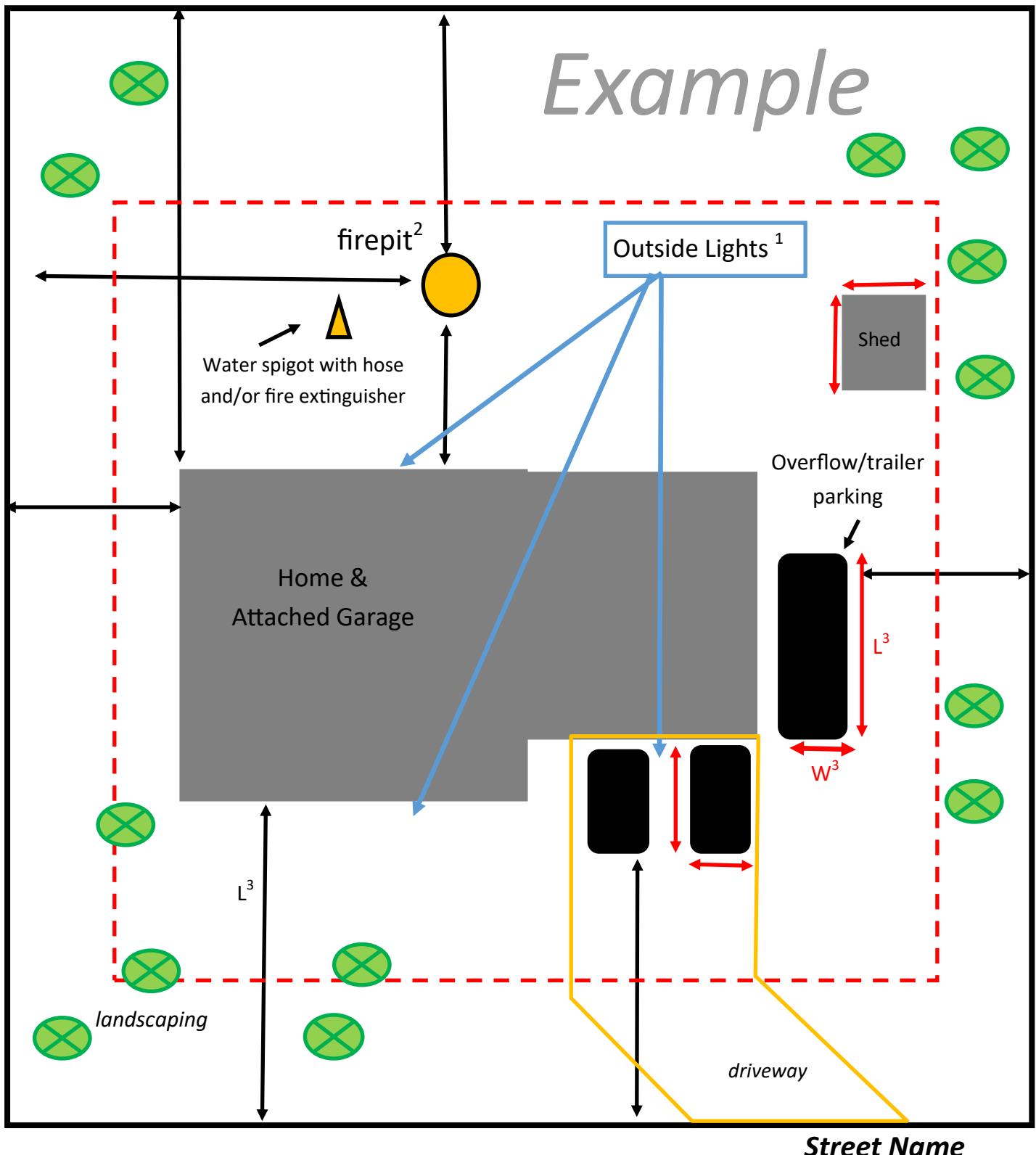
**ENFORCEMENT:**

Failure to obtain an Administrative Permit for an STR or violation of the Administrative Permit shall be cause for revocation of the permit and shall be subject to the following:

1. Infraction citation that will be issued by the Valley County Sheriff.
2. If after 3 infraction citations, violations continue to occur, then enforcement and penalties in accordance with VCC 9-2-5 through VCC 9-2-8.
3. Costs of enforcement may be applied.

Valley County Code 9-4-10 is online at [www.co.valley.id.us](http://www.co.valley.id.us) or at the Planning & Zoning Office.

# Example



Draw site plan to-scale; does not need to be engineered or drawn by an architect.

<sup>1</sup> Attach picture of light fixtures

<sup>2</sup> Attach picture or description of firepit

<sup>3</sup> Show width and length of parking areas, buildings, and setbacks.

Setback Area—typically  
20' front, 20' rear, &  
7.5' from side property  
lines

## **OUTDOOR LIGHTING**

**PURPOSE:** The general purpose is to protect and promote the public health, safety and welfare, the quality of life, and the ability to view the night sky, by establishing regulations and a process for review of exterior lighting.

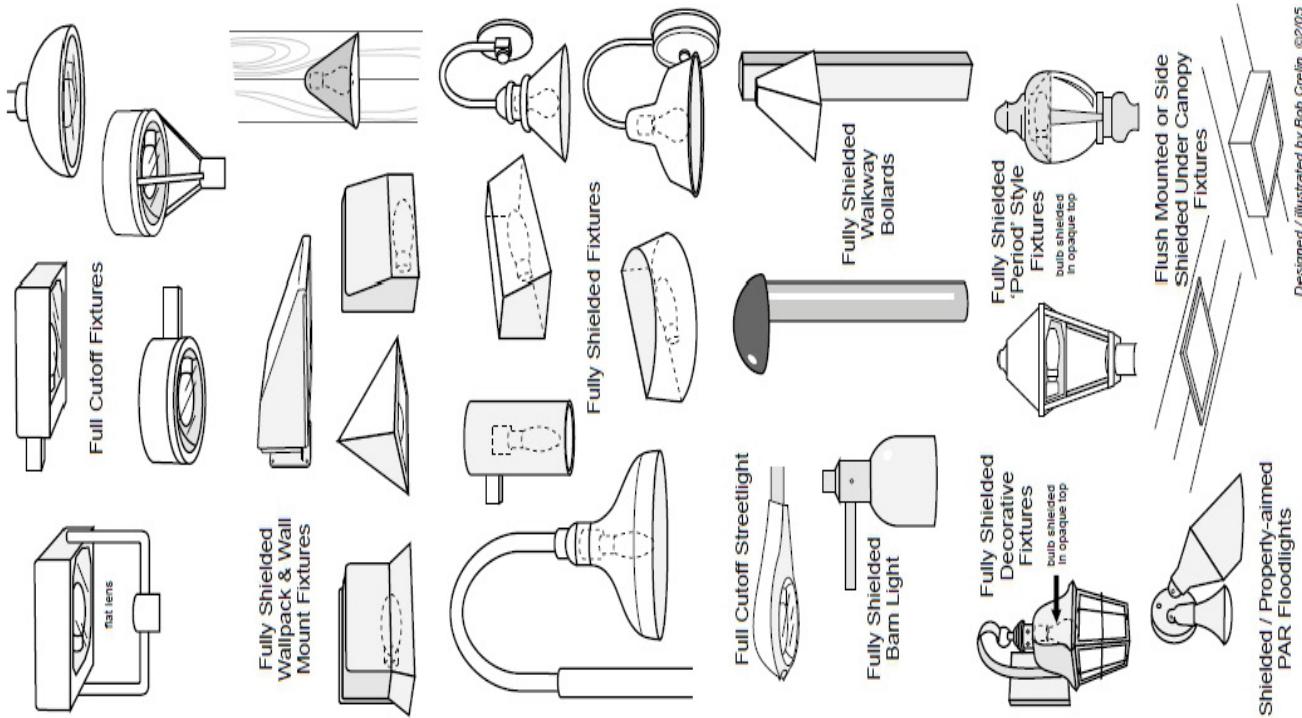
**APPLICABILITY** – All exterior lighting shall comply.

**PERFORMANCE STANDARDS:** (All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.)

**All Other Outdoor Lighting Shall Meet The Following Standards:**

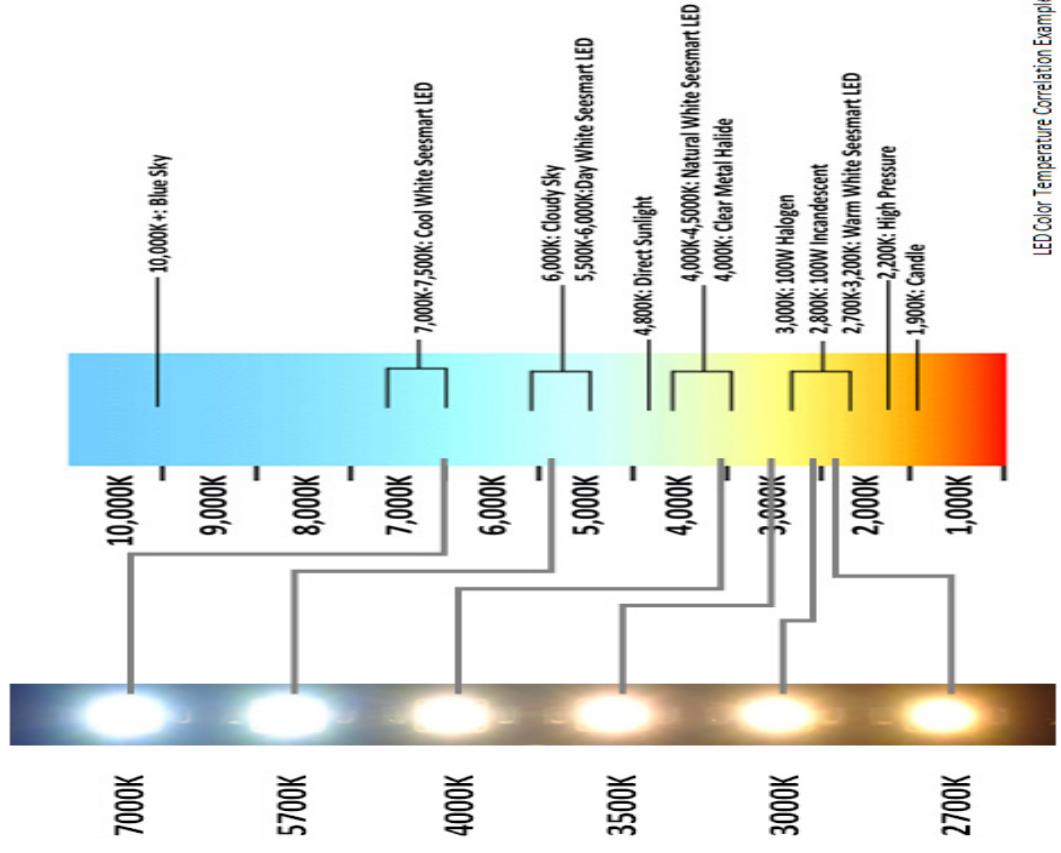
- The height of any light fixture or illumination source **shall not exceed thirty feet (30').**
- All lighting or illumination units or sources **shall be hooded or shielded in a downward direction** so they do not produce glare or cause light trespass on any adjacent lot or real property as depicted in section 6-2-7 of this chapter.
- Lights or illumination units shall not direct light, either directly or through a reflecting device, upon any adjacent lot or real property. **Lighting should not illuminate the sky or reflect off adjacent water bodies or produce glare or cause light trespass on any adjacent lot or real property.**
- All **outdoor lights used for parking areas, walkways, and similar uses mounted on poles eight feet (8') or greater in height shall be directed downward.** The light source shall be **shielded** so that it will not produce glare or cause light trespass on any adjacent lot or real property.
- **The installation of mercury vapor lamps is hereby prohibited.**
- Flashing or intermittent lights, lights of changing degree of intensity, or moving lights shall not be permitted. This subsection shall not be construed so as to prohibit ...holiday lights.
- **Sensor activated lights**, provided:
  - It is located in such a manner as to prevent glare and lighting onto properties of others or into a public right of way;
  - It is set to only go on when activated and to go off within five (5) minutes after activation has ceased;
  - It shall not be triggered by activity off the property.
- **Up lighting for flags**, provided the flag is of a government and the maximum lumen output is one thousand three hundred (1,300) lumens. Flags are encouraged to be taken down at sunset to avoid the need for lighting.
- LED lighting color shall not exceed 3,000 K.

## Examples of Fully Shielded Luminaires



## Basic LED Reference Example

### Kelvin Color Temperature Scale Chart



LED Color Temperature Correlation Example

Designed / Illustrated by Bob Crelin ©2005



Amazon – P8709 Dark Sky Cup



Here are some examples of options to bring your lights into Dark Sky Compliance

Amazon - B0CLBC493B White Shades for LED String Lights



Amazon – 6107500 One Light Dimmable LED outdoor



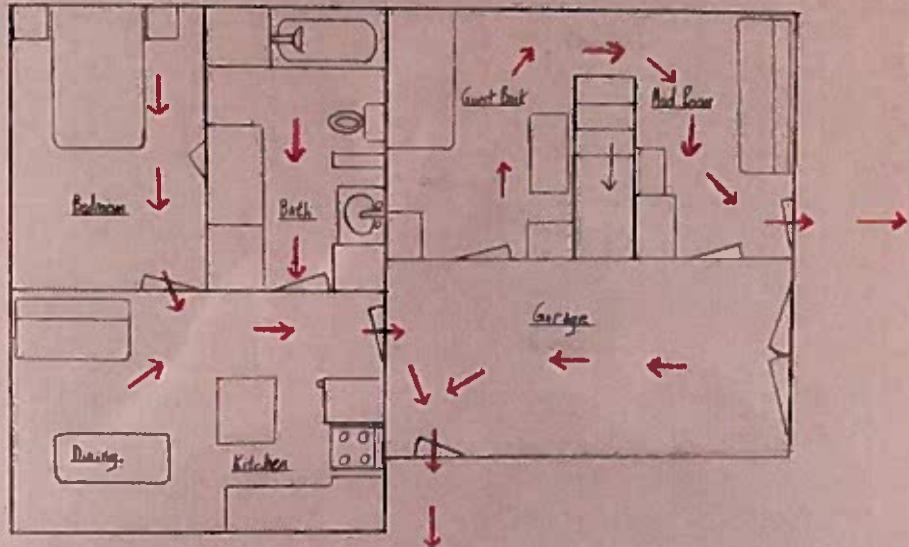
Amazon - Bioluz LED PAR20

Frosted Glass Spray Paint

Light Bulb Max 3000K



Downstairs Emergency Exit Plan



Downstairs Emergency Exit Plan

