

# Valley County Planning and Zoning

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



Phone: 208-382-7115  
Email: [cherrick@valleycountyid.gov](mailto: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, 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.

## Submittal List for Preliminary Plats

**Not a Complete List. Applications are site specific. See Title 10 of Valley County Code for Complete Details**

- Neighborhood Meeting – Required for proposed subdivision with 5 or more lots. VCC 9-5H-1.D
- CUP/Preliminary Plat Application Form
- Preliminary Plat (VCC 10-3-2-3 Contents of Preliminary Plat)
- Notes on Face of Plat (not a complete list):
  - Private Road Declaration \_\_\_\_\_ (If private roads proposed.)
  - Declaration of Installation of Utilities \_\_\_\_\_
  - All lighting must be dark sky compliant.
  - Only one wood burning device per lot.
  - The Valley County Board of Commissioners have the sole discretion to set the level of service for any public road; the level of service can be changed.
  - Surrounding Land Uses Are Subject to Change
- A plot plan, drawn to scale, showing:
  - existing utilities, streets, easements, buildings,
  - all watercourses, including ditches, high water elevation, & known Base Flood Elevations (BFE)
  - any significant natural features (e.g., rock outcroppings, marshes, or wooded areas)
  - wetland delineation (may be required)
  - Soil profiles and water table data when property has potential for high groundwater
  - location of existing and proposed sewers, water mains, culverts, drainpipes, and electric conduits or lines proposed to service the property to be subdivided,
  - and the location of adjacent streets or existing structures that would affect the proposed improvement program, including pathways.
- [Commercial Subdivision]* 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.
- [Prior to any Construction - Can be a condition of approval]*. A site grading / storm water management plan 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.
- [Administrative Request]* Existing site topography (contours with intervals of 5-ft or less)
- A phasing plan and construction timeline.
- A Wildland Urban Interface Fire Protection Plan (VCC 10-7)
- Draft CCRs may be included or may be submitted with final plat package.
- Well logs of wells located in surrounding contiguous property.
- A current title search report of the property from a licensed title company
- Include written request of any variances (e.g., road width, length of cul-de-sac) and reasons why request is made.
- Names and mailing addresses of property owners within 300 feet of the property boundary. Information can be obtained through the Valley County GIS maps. (1 copy only)
- 8½ x 11” – 300 scale drawing of the proposed subdivision
- Three (3) copies of the application and additional materials are required, unless otherwise specified; this includes 3 18” x 24” copies of the plat**

## **Submittal List for Final Plats to PZ Commission**

- Transmittal Letter (3 Copies of Letter and Attachments, can be double-sided)
  - Describe Request
  - Statement that “Final Plat Substantially Complies with Approved Preliminary Plat”
  - Description of Financial Guarantees that Will Be Put in Place, if applicable
  - Implementation of Wildland Urban Interface Fire Protection Plan and/or Financial Guarantee
- List of Conditions of Approval from recorded C.U.P. and how each has been completed (3 copies)
- Final Plat – VCC 10-3-3-2
  - 5 copies of 18” x 24”, including signature page(s)
  - Lot and Subdivision Closure Sheets (2 copies)
  - List of Proposed Road Names
  - Declaration of Private Road – Draft version
  - Declaration of Utilities – Draft version
  - CCRs if proposed – Draft Version. Include the following if relevant:
    - Septic maintenance
    - Long-term maintenance of Wildland Urban Interface Fire Protection Plan
    - 1 wood-burning device per lot
    - Dark-Sky lighting compliance
    - Noxious Weed Control / No Yews
    - Address posting on home and at driveway entrance
  - Approved Site Grading/Storm Water Management from Valley County Engineer
  - Wetland Delineation or Letter of Map Revision (if required)
  - Floodplain Determination Note

### **Plat Process**

- Pre-Application Conference with PZ Director Required:** Put on Notice Concerning Sewer/Septic Challenges and other issues such as....Hydrologist Report for Well Logs, Private Road Declaration, Declaration of Installation of Utilities, CCRs, Site Grading Plan, Topographic Map, Landscaping Plan, Lighting Plan, Fire Protection Plan (Fire Districts), Construction Plan, Central District Health Response (Must make application to CDH), Wetland Delineation, Idaho Power, Development Agreement
- Contact Road & Bridge Director for pre-application appointment – 208-382-7195.**
- Submit Application:** Staff will review, place on agenda, and notice. Staff prepares a Staff Report.
- Public Hearing:** PZ Commission approves the conditional use permit and preliminary plat with conditions of approval.
- Construction or Financial Guarantees:** After CUP/preliminary plat approval and compliance with conditions of approval, the developer can start construction of the project. However, the developer may choose to financially guarantee the improvements prior to going to Board of County Commissioners.
- Final Plat – P&Z Commission:** Developer submits final plat information 30 days before public meeting. Include CCRs, Private Road Declaration, etc. The final plat must substantially comply with the approved preliminary plat.
- Development Agreement – Board of County Commissioners**
- Final Plat – Board of County Commissioners:** Developer submits plat and other documents that will be recorded. All fees must be paid. Prior to approval by the Board of County Commissioners, financial sureties must be in place. After approval of the Board, the plat can be recorded.

# 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



## Subdivision Application

Includes Conditional Use Permit

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT		<input type="checkbox"/> Check # _____	or	<input type="checkbox"/> Cash or	<input type="checkbox"/> Card
FILE # <b>SUB</b>	_____	FEE \$	_____		
ACCEPTED BY	_____	DEPOSIT	_____		
CROSS REFERENCE FILE(S):	_____	DATE	_____		
<input type="checkbox"/> ADMINISTRATIVE PLAT	COMMENTS: _____				
<input type="checkbox"/> SHORT PLAT	_____				
<input type="checkbox"/> FULL PLAT	_____				

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.

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

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

- Neighborhood Meeting Information and results** if 5 or more lots. VCC 9-5H-1.D
- A **preliminary plat** containing all of the necessary requirements according to the Valley County Subdivision Regulations, Title 10.
- A **phasing plan and construction timeline**.
- An **8½ x 11" – 300 scale drawing** of the proposed subdivision showing only the street names and lots.
- A **plot plan**, drawn to scale, showing existing utilities, streets, easements, ditches, 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**.
- A **Wildfire Mitigation Plan**.
- Names and mailing addresses of property owners within 300 feet of the property boundary**. Information can be obtained through the Valley County GIS maps. Only one list is required.
- Three (3) copies of the application and additional materials are required.**

We recommend you review Title 9 and Title 10 of the Valley County Code online at [www.co.valley.id.us/planning-zoning](http://www.co.valley.id.us/planning-zoning) or at the Planning and Zoning Office, 700 South Main, Cascade, Idaho.

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

**CONTACT INFORMATION**

**PROPOSED SUBDIVISION NAME:** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
Owner  Option Holder  Contract Holder

**MAILING ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_  
(if not the applicant)

**MAILING ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**Nature of Owner's Interest in this Development?** \_\_\_\_\_

**AGENT / REPRESENTATIVE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**ENGINEER** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**SURVEYOR** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**PRE-APPLICATION INFORMATION**

**Date(s) of Pre-Application Meeting with Staff:** \_\_\_\_\_

**Staff Name(s):** \_\_\_\_\_

**Date of Neighborhood Meeting if 5 or more lots:** \_\_\_\_\_  
(Attached Required Information per VCC 9-5H-1.D)

**PROPERTY INFORMATION**

1. **SIZE OF PROPERTY** \_\_\_\_\_ Acres
2. **AMOUNT OF ACREAGE OF ADJACENT LAND HELD BY THIS OWNER** \_\_\_\_\_ Acres
3. **ANY RESTRICTIONS ON THIS PROPERTY? Must show all easements on plat.**  
Easements \_\_\_\_\_  
Deed Restrictions \_\_\_\_\_  
Liens or encumbrances \_\_\_\_\_

4. LEGAL DESCRIPTION \_\_\_\_\_

5. TAX PARCEL NUMBER(S) \_\_\_\_\_

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

6. EXISTING LAND USES AND STRUCTURES ON THE PROPERTY:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. 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: \_\_\_\_\_  
\_\_\_\_\_

8. ADJACENT PROPERTIES HAVE THE FOLLOWING BUILDING TYPES AND/OR USES:  
North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

9a. TYPE OF TERRAIN: Mountainous  Rolling  Flat  Timbered

9b. DOES ANY PORTION OF THIS PARCEL HAVE SLOPES IN EXCESS OF 15%? Yes  No

9c. DESCRIBE ANY SIGNIFICANT NATURAL RESOURCES SUCH AS ROCK OUTCROPPING, MARSHES, WOODED AREAS: \_\_\_\_\_  
\_\_\_\_\_

10a. WATER COURSE: \_\_\_\_\_

10b. 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

10c. ARE THERE WETLANDS LOCATED ON ANY PORTION OF THE PROPERTY? Yes  No

10d. WILL ANY PART OF THE PROPERTY BE SUBJECT TO INUNDATION FROM STORMWATER OVERFLOW OR SPRING MELTING RUN-OFF? \_\_\_\_\_

10e. 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

11a. NUMBER OF EXISTING ROADS: \_\_\_\_\_ Width \_\_\_\_\_ Public  Private   
Are the existing road surfaces paved or graveled? Gravel  Paved

11b. NUMBER OF PROPOSED ROADS: \_\_\_\_\_ Proposed width: \_\_\_\_\_  
Will the proposed roads be Public  Private  Proposed road construction: Gravel  Paved   
Anticipated Trip Generation [Refer to ITE – Trip Generation Manual within Roads Policy Manual] \_\_\_\_\_  
Primarily heavy truck traffic? Yes  No  Combination

12a. EXISTING UTILITIES ON THE PROPERTY ARE AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12b. PROPOSED UTILITIES: \_\_\_\_\_  
\_\_\_\_\_

Proposed utility easement width \_\_\_\_\_ Locations \_\_\_\_\_

13. SOLID WASTE DISPOSAL METHOD: Individual Septic  Central Sewage Treatment Facility

14. 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? Yes  No

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

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

16. 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](http://websoilsurvey.nrcs.usda.gov))

17. WILL STREETS AND OTHER REQUIRED IMPROVEMENTS BE CONSTRUCTED PRIOR TO THE RECORDING OF THE FINAL PLAT? Yes  No

If not, indicate the type of surety that will be put up to ensure the construction of the improvements within one (1) year from the date of filing the plat: \_\_\_\_\_  
\_\_\_\_\_

18. OUTLINE OF PROPOSED RESTRICTIVE COVENANTS:

Setbacks: Front \_\_\_\_\_ feet Sides \_\_\_\_\_ feet Rear \_\_\_\_\_ feet

Minimum construction value \_\_\_\_\_ Minimum square footage \_\_\_\_\_

Completion of construction required within \_\_\_\_\_ Days  Months  Years

Resubdivision permitted / Lot Splits allowed? Yes  No  Mobile homes allowed? Yes  No

Other \_\_\_\_\_

19. LAND PROGRAM:

Open Areas and/or Common Areas Yes  No

Acreage in subdivision \_\_\_\_\_ Number of lots in subdivision \_\_\_\_\_

Typical width and depth of lots \_\_\_\_\_

Typical lot area \_\_\_\_\_ Minimum lot area \_\_\_\_\_ Maximum lot area \_\_\_\_\_

Lineal footage of streets \_\_\_\_\_ Average street length per lot \_\_\_\_\_

Percentage of area in streets \_\_\_\_\_%

Dedicating road right-of-way to Valley County? Yes  No

Percentage of area of development to be public (including easements) \_\_\_\_\_%

Maximum street gradient \_\_\_\_\_

Is subdivision to be completely developed at one time? Yes  No  - Attach phasing plan and timeline.

20. COMPLETE ATTACHED PLAN FOR IRRIGATION if you have water rights &/or are in an irrigation district. Submit letter from Irrigation District, if applicable.
  21. COMPLETE ATTACHED WEED CONTROL AGREEMENT.
  22. COMPLETE ATTACHED IMPACT REPORT. It must address potential environmental, economic, and social impacts and how these impacts are to be minimized.
- 

### Property Tax Exemption

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

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

#### 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.
  - Multi-Family housing units may qualify if more than one structure is built totaling 5 or more units
  - For local housing only (workforce)
  - Short term rentals not allowed
  - Units cannot be individually sold (e.g., no 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

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



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.