

## Valley County Planning and Zoning

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



Phone: 208-382-7115  
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### 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.

# Valley County Planning and Zoning Department

219 N. Main  
PO Box 1350  
Cascade, ID 83611  
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208-382-7115



## Variance Application

See Section 9-5H-10 Valley County Code

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

☐ Credit Card ☐ Cash ☐ Check # \_\_\_\_\_

FILE # **VAR** \_\_\_\_\_

FEE \$ \_\_\_\_\_

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

DATE \_\_\_\_\_

CROSS REFERENCE FILE(S): \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

☐ Shared Driveway

☐ Setback Variance

☐ Other

**Applicant Name** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Property Parcel Number** \_\_\_\_\_

**Subdivision (if applicable)** \_\_\_\_\_

**Parcel Physical Address** \_\_\_\_\_

### **Required Attachments**

1. Proposed Site Plan
2. Narrative statement demonstrating:
  - That special conditions and circumstances exist which are not a result from any action of the Applicant, which are peculiar to the land use or structure involved, and which are not applicable to other similar or adjacent lands, uses, or structures.
  - That granting the variance requested will not result in any special privilege otherwise denied to other similar or adjacent lands, uses, and structures.
3. Shared Driveway Variances require a shared driveway maintenance agreement. The shared driveway must be built to the satisfaction of the relevant fire department.

Pursuant to “Idaho Code”, Section 67-6516 and Section 9-5H-10 of the Valley County Code, the Planning and Zoning Commission shall be empowered to grant variances relaxing or modifying the requirements of the Valley County Land Use and Development Ordinance with respect to lot size, setbacks, parking space, height of buildings, or other provisions of this Ordinance affecting the size or shape of a structure or the placement of the structure upon lots, and other land use requirements of this ordinance.

**A variance may be granted if:**

- the applicant can prove undue hardship is a result of characteristics of the site,
- that special conditions and circumstances exist which are not a result from any action of the applicant, which are peculiar to the land use or structure involved, and which are not applicable to other similar or adjacent lands, uses, or structures, and
- that granting the variance requested will not result in any special privilege otherwise denied to other similar or adjacent lands, uses, and structures.

In the case of the Planned Unit Development (PUD) involving variations from the requirements of this Ordinance, it shall not be necessary for the applicant to file a separate application for such variances.

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**Procedure:**

- 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.
- The fee set by resolution of the Board of County Commissioners shall accompany the variance application.
- An application for a variance shall be reviewed by the Administrator and the Planning & Zoning Commission in accordance with Valley County Code Section 9-5H-11. The Administrator shall post notice of the public hearing to the applicant, adjoining property owners, and the public in accordance with Section 9-5H-6B.
- A variance may be granted if the Planning & Zoning Commission makes specific findings of fact based directly on the particular evidence in the application which support conclusions that the above conditions have been met by the applicant.
- Within ten (10) days after a decision has been rendered, the Administrator or staff shall provide the applicant with written notice of the action by regular mail if so requested by the applicant.
- The Planning & Zoning Commission’s decision shall be a recommendation to the Board of County Commissioners.
- The County Clerk, upon receipt of a recommendation from the Commission, shall set the item on the agenda of the Board at the earliest possible regular Board meeting.
- The Board shall consider and act upon the Commission’s recommendations by following the procedures outlined in Valley County Code Section 9-5H-11.
- A permit for the variance may be issued by the Administrator or staff after approval of the Board of County Commissioners.
- Subject to Idaho Statute 55:22 Underground Facilities Damage Prevention.