

# 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.

## 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 2<sup>nd</sup> 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		<input type="checkbox"/> Check # _____ or <input type="checkbox"/> Cash or <input type="checkbox"/> 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](http://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](http://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

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  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. NUMBER OF EXISTING ROADS: \_\_\_\_\_ Width: \_\_\_\_\_

Existing roads will be: Publicly maintained?  Privately Maintained?  or Combination of both?

Existing road construction: Gravel  Paved  or Combination of both?

13. NUMBER OF PROPOSED ROADS: \_\_\_\_\_ Proposed width: \_\_\_\_\_

Proposed roads: Publicly maintained?  Privately Maintained?  or Combination of both?

Proposed road construction: Gravel  Paved  or Combination of both?

Anticipated Trip Generation [Refer to ITE – Trip Generation Manual within Roads Policy Manual] \_\_\_\_\_

Primarily heavy truck traffic? Yes  No  Combination

14. ARE SHARED DRIVEWAYS PROPOSED? If so, please explain why. Yes  No
- 
15. EXISTING UTILITIES ON THE PROPERTY ARE AS FOLLOWS:
- 
16. PROPOSED UTILITIES: \_\_\_\_\_  
 Proposed utility easement widths \_\_\_\_\_ Locations \_\_\_\_\_
17. SEWAGE WASTE DISPOSAL METHOD: Septic  Central Sewage Treatment Facility   
 Name: \_\_\_\_\_
18. 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 \_\_\_\_\_
19. 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))  
 Stormwater Prevention Management Plan will need approval from Valley County Engineer.
20. 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
21. DOES ANY PORTION OF THIS PARCEL HAVE SLOPES IN EXCESS OF 15%? Yes  No
22. ARE THERE WETLANDS LOCATED ON ANY PORTION OF THE PROPERTY? Yes  No
23. 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
24. IS THERE ANY SITE GRADING OR PREPARATION PROPOSED? Yes  No   
 If yes, explain:  
 \_\_\_\_\_  
 \_\_\_\_\_
- 25a. ARE THERE ANY EXISTING IRRIGATION SYSTEMS? Yes  No   
 Are you proposing any alterations, improvements, extensions or new construction? Yes  No   
 If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_
- 25b. COMPLETE ATTACHED PLAN FOR IRRIGATION if you have water rights and are in an irrigation district.  
 Submit letter from Irrigation District, if applicable.
26. COMPLETE ATTACHED WEED CONTROL AGREEMENT
27. COMPLETE ATTACHED IMPACT REPORT



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  $\rightarrow$  ).
- Direction of wastewater flow (use long arrows on your map to indicate wastewater 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 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.

## **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.