

Large Scale Development/Special Use Permits *-continued-*

Large Scale Development/Special Use Permits do require a large amount of information and can take anywhere from 60 days to 3 months for the process to be completed. This can include your public hearing, appeal period and the recordation of your plat if one is necessary. (If additional public hearings are required or special conditions are set by the Planning & Zoning this process could take longer). Please remember that upcoming public hearings or projects are not to be discussed with Planning & Zoning members unless it is in a scheduled meeting. Doing so would require a Planning & Zoning Member to recuse themselves from the meeting as having ex-parte communication with an applicant. Doing this could delay your project substantially. For further information and/or explanation of this procedure please do not hesitate to contact our office.

Lemhi County Planning & Zoning Department

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www.lemhicountyidaho.org

UNDERSTANDING LEMHI COUNTY PLANNING & ZONING

Lemhi County is based on Performance Zoning. This means that there are no designated zoning areas. Large scale developments include proposed residential developments of 5 or more lots (subdivisions), industrial and commercial projects. Small scale development consists of the creation of 4 or fewer residential/agricultural lots. These processes are outlined in the Lemhi County Development Code and the Large Scale Development Application/Special Use Permit and Small Scale Development Application.

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Small Scale Developments

All Large Scale Developments/Special Use permits are required by state law to go through a public hearing process. These applications will be heard in front of the Lemhi County Planning & Zoning Board and members of the public. At this time you will present your application to the board and give them and the public an opportunity to hear your proposal and voice any concerns or comments on your project.

Small Scale Developments are done internally and do not require a public hearing. Small Scale Development does require a surveyor licensed in the State of Idaho be involved in the project. All Small Scale Developments must be reviewed by the necessary agencies and returned to the Planning & Zoning office to verify compliance before the project is recorded in the Lemhi County Courthouse. All divisions of land must be recorded in sequence with the plat and all deeds and legal descriptions involved.

In order to do a small scale development you should first visit with the Planning & Zoning office to determine whether or not your property has the lot splits available to create new parcels. Once it is determined that you will be able to create new parcels you must then contact a licensed surveyor in the State of Idaho to help complete your project. Numerous agencies in Lemhi County will be involved in the approval of your project. Eastern Idaho Public Health must provide documentation that each newly created parcel will have the ability to hold a septic system. The Lemhi County Road & Bridge Department will authorize the installation of any newly created roads, and may require access permits. (All parcels must have access to them regardless of the intended use of the land to be divided) The Lemhi County Assessor's Office will verify that the new legal descriptions and deeds are drawn up correctly. If access is proposed off of a state highway, Idaho Department of Transportation will need to verify an access permit was granted for your project. The Lemhi County Building/Planning & Zoning Department is the last agency to sign off on the application which is verifying compliance of your division of land. Before the final plat is recorded in the Lemhi County Courthouse you must make sure that your small scale development completion form is filled out and turned into our office with your application and final plat. Our office will retain a \$100.00 fee for the Lot Split Application. Other agencies may charge a fee so make sure to visit with them concerning additional fees.

Lemhi County Planning & Zoning Fee Schedules

- Small Scale Development application. \$100.00 (additional recording fees will apply)
- Large Scale Development/Special Use Permit \$500.00 (additional fees for newspaper notices, mailings and recording fees will apply)
- Variances/Appeals \$500.00 (additional fees for newspaper notices, mailings and recording will apply)

"Planning is bringing the future into the present so that you can do something about it now"

"If anything is certain, it is that change is certain. The world we are planning for today will not exist in this form tomorrow."

Large Scale Development/Special Use Permits

Large Scale Development/Special Use Permits requires a public hearing in front of the Lemhi County Planning & Zoning Board. Once your application is completely filled out please return it and all the necessary documents to the Planning & Zoning Office for review. The Lemhi County Planning & Zoning Board meets the 3rd Wednesday of every month. In order to comply with state law concerning publications a complete application will need to be turned into the office 30 day prior to your requested public hearing date. This is to allow time for the staff to check for compliance and to get the necessary information to the newspaper and letters to all property owners within 300 feet of the external boundary lines of the proposed property. After your public hearing is scheduled the proper notices will be sent out and your proposal will be put on the Planning & Zoning agenda for the upcoming meeting. Please remember to check with our office at least 5 days prior to your scheduled public hearing to review any additional correspondence that may have been added to your file from the public. This is to insure you have adequate time to review and possibly answer any questions that may be brought up during your public hearing.