

Lemhi County Planning & Zoning



Subdivision & Special Use Permit Process and Application

Lemhi County Planning & Zoning
200 Fulton St. Suite #204
Salmon, Idaho 83467

Phone: 208-756-2815 ext. 1703
Fax: 208-756-6915

Website:
www.lemhicountyidaho.org



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Email: teresa@lemhicountyidaho.org
Website: www.lemhicountyidaho.org

THIS IS MY APPLICATION FOR:

- Subdivision
- Special Use Permit
- Development Code Change
- Other

Date Received: _____

**Application Fee: \$500.00 **
(additional fees apply)**

Payment Receipt # _____

Property Owner Information

Name: _____
 Physical Address: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Agent/Representative Information

(Owner must submit a signed release allowing agent/representative to represent their application)

Name: _____
 Physical Address: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Project Site Information

Site Address: (if one has been assigned) _____
 Parcel #(s): _____
 (Please attach a separate sheet if additional room is needed)
 Total Acres: _____

Subdivision Name: (if applicable) _____ Lot: _____ Block: _____

General Information

Nature of Proposed Activity: _____ How is property currently used: _____

Is project located in a floodplain and/or floodway? _____ Flood Zone: _____

Does any portion of the parcel to be developed have a slope in excess of 15% Yes: ___ No: ___

How are adjoining properties currently being used?

North: _____
East: _____
South: _____
West: _____

Are there any existing land uses in the general area similar to the proposed use? _____

On what street does the property have frontage? _____
Gravel _____ Paving _____ Other _____

This application has been filed out to the best of my knowledge. I understand that additional fees will be charged and that the record of decision will not be signed until all fees have been paid.

Signature of Applicant/Representative Date
(please attach Affidavit of Proprietary Interest)

Staff Use Only:

Date Accepted: _____ Application Accepted by: _____

Hearing Date: _____

Revised 6/13/17

AFFIDAVIT OF PROPRIETARY INTEREST

STATE OF IDAHO)

) **SS.**

LEMHI COUNTY)

I, the undersigned, swear and verify the following statement to be true and correct:

1. I acknowledge that as a prerequisite to the application I now submit to Lemhi County, I must be the owner or authorized representative of the owner of the real property which is the subject of the application;
2. I possess such proprietary or representative interest, as a result of the following; (state legal interest in property or relationship to the title holder who must be identified)

3. That the legal description of the legal property which is the subject of my application has been attached as an exhibit to this affidavit;
4. I agree to indemnify, defend and hold Lemhi County and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of my application.

DATED THIS _____ DAY OF _____, 20_____

Signature

SUBSRIBED AND SWORN to before me the day and year first above written

Notary Public for Idaho

Residing at _____

Commission Expires _____

ATTACHED EXHIBIT

(ATTACH LEGAL DESCRIPTION)

Review Agencies for Lemhi County Planning & Zoning

Project Name: _____

Parcel # _____

This document is intended to show that the applicant has communicated with your department. This is not intended for approval or denial. If your agency does not have a comment please state so in the area listed "Comments". If a further plan check is required please indicate so.

Agency	Contact & Phone	Signature	Comments	Further Plan Check Required	
Agricultural Agent	Shannon Williams 756-2815 ext. 1696			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Airport Board	Fred McDonald 940-1044			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Building Department	Gary Goodman 756-2815 ext. 1703			<input type="checkbox"/> NO	<input type="checkbox"/> YES
BLM	Vince Guyer 756-5403			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Centurylink (or phone provider in your area)	John Church 208-521-2032			<input type="checkbox"/> NO	<input type="checkbox"/> YES
County Treasurer	Mary Ann Heiser 756-2815 ext. 1694			<input type="checkbox"/> NO	<input type="checkbox"/> YES
County Assessor	Jenny Rosin 756-2815 ext. 1723			<input type="checkbox"/> NO	<input type="checkbox"/> YES
County Road Supervisor	Chris Fredricksen 756-2861			<input type="checkbox"/> NO	<input type="checkbox"/> YES
D.E.Q	208-528-2650			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Dept Water Resources	Cindy Yenter 208-742-0655			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Emergency Services	Janet Nelson 756-2815 ext. 1715			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Fire District	The one in your area			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Fish & Game	Jeff Richards 756-2271			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Forest Service	Kimberly Nelson 756-5557			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Health Department	Jarryd Samples 756-2123			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Historical Society	Hope Benedict 756-4334			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Idaho Power	Bob Rubel 208-788-8015			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Idaho Transportation Dept	Troy Despain 208-745-5644			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Irrigation Entity	The one in your area			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Lemhi County Sheriff	Steve Penner 756-4201			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Library District	Ramona Stauffer 756-2311			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Upper Salmon Basin Watershed	Daniel Bertram 756-6322			<input type="checkbox"/> NO	<input type="checkbox"/> YES
NMFS	Chad Fealko 756-5105			<input type="checkbox"/> NO	<input type="checkbox"/> YES
School Superintendent	756-4271			<input type="checkbox"/> NO	<input type="checkbox"/> YES
USDA/NRCS	Mark Olson 756-3211 ext. 102			<input type="checkbox"/> NO	<input type="checkbox"/> YES
U.S Army Corps	James Joyner/Rob Brochu 208-522-1676/208-522-1645			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Weed Superintendent	Jeremy Varley 756-2815 ext. 1660			<input type="checkbox"/> NO	<input type="checkbox"/> YES
Wild Land Urban Interface	Karin Drnjevic 756-2815 ext. 1663			<input type="checkbox"/> NO	<input type="checkbox"/> YES

Special Use & Subdivision Development Application Instructions

1. Fill out application
2. Obtain signatures from all of the review agencies found in the application packet. Faxed signatures are acceptable. Any comments listed by the agencies must have a letter of explanation attached to the application prior to a public hearing being scheduled. Make sure to take all supporting documents concerning your proposal such as but not limited to Aerial maps, site plan, plan of operation, onsite photographs. Please be courteous and schedule appointments with the government agencies.
3. A plot plan is required for any development. Please include the required number of parking spaces, the required setbacks, and buffering. Also include all signs on the property as well as proposed signs if applicable.
4. A written plan of operation i.e. Hours of operation, number of employees, average daily ADT etc is required to be submitted with the application packet. (The more information the better)
5. Legal description of the property to be developed must be submitted to our office in **written form** as well as **digital form**.
6. A letter from the appropriate Irrigation Entity verifying that have been informed of your project.
7. Proof that a neighborhood meeting has been held and appropriate property owners were notified. (this requirement is for special use permits and subdivisions of 10 lots or more)
8. The following chapters in the Lemhi County Development Code must be addressed in writing. If sections do not apply to your proposal you must explain why they don't apply.
 - Chapter 5**
 - Chapter 6**
9. The following chapters or appendices with the Lemhi County Development Code must be addressed if they apply to your development. (if you are unsure whether or not your development applies please feel free to contact our office and we will be more than willing to help you)
 - Chapter 7- Additional Performance Standards for Specific Zoning Districts**
 - Chapter 8- Additional Performance Standards for Specific Uses**
 - Chapter 9- Required Improvements**
 - Appendix A- Developments within the Area of City Impact**
 - Appendix B- Design Standards for Roads**
 - Appendix C- Development in the Special Flood Hazard Area**

* Applications must be submitted on forms provided by the county. Multiple copies of applications and supporting material may include a preliminary title search, site plan, aerial photo and preliminary plat, also any

other items that may pertain to any proposal required by the administrator. All applications shall demonstrate code compliance in writing by addressing each section applicable to their development. Public hearings will only be set after all supporting material has been submitted in writing. Written comments from the public must be submitted 7 days prior to the public hearing. Notices will be published in the Recorder Herald for two consecutive weeks and all property owners within 300 ft of the development will receive notices of the proposal prior to the public hearing.

**** There will be additions fees for publications, notices & mailings. These fees are not included in the \$500.00 application fee. No decision of record will be signed until the invoice for balance due is paid.**

DRAWING SUBMITAL REQUIREMENTS FOR SUBDIVISIONS/SPECIAL USE PERMIT DEVELOPMENTS

(Please provide the following information with your application. Failure to do so could delay your application process.)

VICINITY MAP

1- 8 ½ x 11 reproducible map showing the property under consideration and the adjacent property and subdivision lines.

PRELIMINARY PLAT REQUIREMENTS. Preliminary plats shall provide all information necessary to function as a “site plan”, as defined by this ordinance, including:

- a title block showing the name of the proposed subdivision and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state;
- the name, address, and registration number of the engineer or land surveyor who prepared the preliminary plat;
- a north point, both graphic and written scales, and a legend explaining all symbols and abbreviations used;
- a vicinity map that locates the proposed subdivision within the section and shows major roads and watercourses adjacent to or near the subdivision, the boundaries of and recorded names or numbers of all adjacent or nearby subdivisions and certificates of survey, and the county tax number of all adjoining parcels;
- the location, nature, and boundaries of all existing public ways and public or private easements in or adjacent to the proposed subdivision, including the county book and page number references to the instruments establishing those ways or easements;
- the location and size of all existing utility lines in or adjacent to the proposed subdivision;
- the exterior boundaries of the proposed subdivision;
- the location, exterior dimensions, and number of proposed lots and blocks, or other parcels created by the subdivision;
- the acreage of each proposed lot, and a table showing the total acreage of the area proposed for subdivision, the total acreage in lots, the total acreage in streets, and the total acreage of parcels proposed for dedication to public use or to be held in common by the lot owners;
- the names of all proposed streets and widths and boundaries of all proposed street rights-of-way and utility easements;
- the location of all irrigation structures, watercourses, and wetlands within or adjacent to the proposed subdivision;
- the location of any Floodplain and floodway boundaries, as established by the Federal Emergency Management Agency, and any stream corridor setback lines.
- elevation contours, at an interval of twenty (20) feet

FINAL PLAT REQUIREMENTS. All final plats submitted shall be prepared in compliance with Chapter 13, Title 50 of the Idaho Code, as amended, and shall include all information listed below:

- a title block showing purpose of the land division and its location by quarter-quarter section, section, township, range, principal meridian, city, county, and state;
- the name, address, and registration number or seal of the engineer or land surveyor who prepared the plat and that person's certification that the plat is accurate, and that the monuments described in it have been located and/or established as described;

- a north point, both graphic and written scales, and a legend explaining all symbols and abbreviations used;
- the basis of bearings and point of beginning for the subdivision survey, which shall be tied to two monumented section or quarter section corners;
- the location and a description of all existing monuments found during the course of the survey;
- the location, nature, and boundaries, with bearings and distances, of all existing public ways and public or private easements in or adjacent to the division, including the county book and page number references of the instruments establishing those ways or easements;
- the exterior boundaries of the division, with all bearings and distances, including curve data for curving boundaries;
- the location, exterior dimensions, and number of all lots and blocks, or other parcels created by the division, including bearings and distances and curve data for curving boundaries;
- the location and a description of all monuments established during the course of the survey;
- any stream corridor setback lines established by this ordinance and, where required by **Error! Reference source not found.** (page **Error! Bookmark not defined.**), the location of any floodplain and floodway boundaries, as established by the Federal Emergency Management Agency;
- the acreage of each lot, and a table showing the total acreage of the divided area, the total acreage in lots, the total acreage in streets, and the total acreage of any parcels dedicated to public use or held in common by the lot owners;
- the names of all streets and widths and boundaries of all street rights-of-way and utility easements, including bearings and distances and curve data for curving boundaries;
- a signed and dated owner's certificate which includes a complete legal description of the parcel being divided, and in which the owners of record dedicate all public ways and other public spaces to public use;
- a public notary's acknowledgment of the owner's certificate;
- a signed and dated certificate of consent in which all mortgagors, lien holders, and other parties with any real property interest, including the holders of mineral rights, in the property consent to its division;
- a public notary's acknowledgment of the certificate of consent;
- certificates for plat approval by the commission and board;
- a statement of "sanitary restriction", as required by I.C. 50-1326;

- a certificate for use by the county recorder in recording the plat after its approval (as shown below); and any other information required for compliance with this ordinance.
- Final plats shall be prepared at a legible scale. All dimensions shown shall be in feet and decimals. Plats of large areas may be prepared on multiple, serially numbered sheets with match lines, and a sheet index map, which may be combined with the required vicinity map. All required certificates and the vicinity and index maps shall appear on the first of the serially numbered sheets.
- Required curve data include the radius, delta (?), tangent, chord, length, and chord bearing.
- The developer shall also provide the county with one reproducible copy of the final plat suitable for photographic reproduction and reduction.

Note: Additional information may be required as determined by the Lemhi County Planning & Zoning Administrator.

DRAWING SUBMITAL REQUIREMENTS FOR SPECIAL USE PERMITS

(Please provide the following information with your application. Failure to do so could delay your application process.)

- VICINITY MAP**
 - 2- 8 ½ x 11 reproducible map showing the property under consideration and the adjacent property and subdivision lines.

- PLOT PLAN** (please provide all that apply)
 - 1- 8 ½ x 11 reproducible copy drawn to scale and 1 larger copy drawn to scale showing all relevant information as listed below;
 - Location, dimensions and height of all proposed structures including signs, fences and canopies. (see Appendix A of the Lemhi County Development Code for sign requirements)
 - The location, width, surface type and name of all existing or proposed streets, drives and parking areas within or immediately adjacent to the property, as well as other rights of ways, easements, canals and ditches. (see Appendix D, E & F of the Lemhi County Development Code for requirements)
 - The location and size of existing utilities and utility easements
 - Loading and unloading areas; docks or ramps
 - Trash storage areas
 - Include new and existing structures and natural features as well as new and existing landscaping and vegetation, within or immediately adjacent to the property. Also indicate those which will be removed or modified. (See Appendix F of the Lemhi County Development Code for buffering requirements)
 - Method of handling surface run off
 - Existing and proposed contour lines and/or spot grades (if site is flat note so)

- ELEVATION DRAWINGS FOR ALL BUILDINGS** (if applicable)
 - 1 set drawn to scale (must be reproducible, applicant will be charged for copies larger than 8 ½ x 11)

- INTERIOR FLOOR PLANS** (if applicable)
 - 1 set drawn to scale (must be reproducible, applicant will be charged for copies larger than 8 ½ x 11)

Note: Additional information may be required as determined by the Lemhi County Planning & Zoning Administrator.

Neighborhood Meeting Requirements and Process

(This process is only required if the development consists of a 10 lot or more Subdivision or any Special Use Permit)

Neighborhood Meeting List Request

Lemhi County Planning & Zoning 200 Fulton Suite 204 Salmon, Idaho 83467
(208)756-2815 ext 1703

General Information:

If you are applying for a subdivision of 10 lots or more and special use permits, you must conduct a Neighborhood Meeting. This meeting allows neighbors to learn more about your project before the public hearing. All property owners within 300 feet of the subject property boundary need to be invited to your meeting.

According to Lemhi County Code the meeting shall be conducted by the applicant at a public place where the applicant shall present the concept plan and allow for comment and questions by the above specified property owners. The meeting shall not be held on official holidays or on weekdays between the hours of seven thirty (7:30am) and five thirty (5:30pm), unless a written consent agreeing to the day and time, signed by at least fifty one percent (51%) of the property owners within three hundred (300') is filed with the department prior to the neighborhood meeting.

At the time of submitting an application, the applicant shall be required to demonstrate that a neighborhood meeting was conducted in accordance with this section by filing a copy of the meeting sign-in sheet and a copy of the meeting notice.

Please fill out the supplied certification form and include it with your application so we have written record of your meeting.

- **All letters must be sent “Certificate of Mailing” and copies of the receipt turned in to the Planning & Zoning**

Current Property Owner:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person (Mail recipient and person to call with questions):

Name: _____ Business (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Phone: _____

Authorized Signature: _____ Date: _____

Neighborhood Meeting Certification

Lemhi County Planning & Zoning 200 Fulton Suite 204 Salmon, Idaho 83467

(208)756-2815 ext. 1703

General Information:

If you are applying for a subdivision of 10 lots or more or a special use permit, you must conduct a Neighborhood Meeting. This meeting allows neighbors to learn more about your project before the public hearing. All property owners within 300 feet of the subject property boundary need to be invited to your meeting.

According to Lemhi County Code the meeting shall be conducted by the applicant at a public place where the applicant shall present the concept plan and allow for comment and questions by the above specified property owners. The meeting shall not be held on official holidays or on weekdays between the hours of seven thirty (7:30am) and five thirty (5:30pm), unless a written consent agreeing to the day and time, signed by at least fifty one percent (51%) of the property owners within three hundred (300') is filed with the department prior to the neighborhood meeting.

At the time of submitting an application, the applicant shall be required to demonstrate that a neighborhood meeting was conducted in accordance with this section by filing a copy of the meeting sign-in sheet and a copy of the meeting notice.

Once you have held your neighborhood meeting, please complete this certification form and include it as well as your sign in sheet with your application.

- **The neighborhood meeting must be conducted in one location for attendance by all neighboring residents. Contacting and/or meeting individually with residents does not comply with the neighborhood meeting requirements.**

Current Property Owner:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Meeting Information:

Date & Time of neighborhood meeting: _____

Location of neighborhood meeting: _____

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with the required sections of the Lemhi County Development Code

Signature (Applicant): _____

Date: _____

NEIGHBORHOOD MEETING SIGN-IN SHEET

Public Meeting For: Location: Date/Time:
--

Please have everyone in attendance for you neighborhood meeting sign this sheet. This sheet must be submitted with your application.

Name	Address	Phone and/or Email

Lemhi County Completion of Subdivision Requirements

RP # : _____

Developer Name: _____

Idaho Power or Power provider in your area

Date of project completion: _____

Authorized Signature: _____

Comments: Please Attach

(This signature is acknowledging that there is availability for phone and/or power)

Telephone In Your Area

Date of project completion: _____

Authorized Signature: _____

Comments: Please Attach

(This signature is acknowledging that there is availability for phone and/or power)

Lemhi County Road & Bridge

Date of project completion: _____

Authorized Signature: _____

Comments: Please Attach

Idaho Department of Transportation

Date of project completion: _____

Authorized Signature: _____

Comments: Please Attach

(Please see IDT if you project involves a State or Federal Highway)

Fire District

Date of project completion: _____

Authorized Signature: _____

Comments: Please Attach

(Make sure you contact the Fire District in your area)

Assessor's Office

Authorized Signature: _____

Date: _____

Comments: Please Attach

Approved by: _____ **Date:** _____

Lemhi County Planning & Zoning Office

State of Idaho

County of Lemhi

On this ____ day of _____, 201_, before me, the undersigned a Notary Public in and for the State of Idaho personally appeared _____ known to me to be the person who executed the within instrument and acknowledged to me to be the same.

Notary Public for the State of Idaho

Residing at: _____

Comm. Expires: _____

Seal:

***This document must be submitted to the Lemhi County Planning & Zoning Department prior to having your Subdivision plat recorded. This document is subject to change.*

Revised 6-13-17