

Boise County Planning and Zoning Department

413 Main Street, PO Box 1300
Idaho City, Idaho 83631
Phone: 208-392-2293
www.boisecounty.us



MASTER ADMINISTRATIVE REVIEW APPLICATION

TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY AND ATTACH APPLICATION FORM)

- | | | |
|--|---|--|
| <input type="checkbox"/> AGRICULTURAL SPLIT | <input type="checkbox"/> LEGAL CONDEMNATION,
ACQUISITION or WIDENING OF
EXISTING RIGHT OF WAY | <input type="checkbox"/> PROBATE/ESTATE/COURT
ORDER |
| <input type="checkbox"/> FLOOD DEVELOPMENT
PERMIT | <input type="checkbox"/> MORTGAGE/DEED OF TRUST | <input type="checkbox"/> PROPERTY LINE ADJUSTMENT |
| <input type="checkbox"/> LOT-LINE VACATION | <input type="checkbox"/> ONE-TIME SPLIT | <input checked="" type="checkbox"/> SIGN PERMIT |

PROJECT NAME: _____

SITE INFORMATION:

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: _____ Section: _____ Township: _____ Range: _____ Total Acres: _____
Subdivision Name: _____ Lot: _____ Block: _____
Site Address: _____ City: _____
Tax Parcel Number(s): _____ Current Land Use: _____

OWNER(S) OF RECORD:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

Signature: All Owner(s) of
Record _____

Date _____

Signature: Applicant _____

Date _____

NOTE: THIS APPLICATION MUST BE SUBMITTED WITH THE APPROPRIATE APPLICATION FORM

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AFFIDAVIT OF LEGAL INTEREST and Letter of Authorization

_____, "Owner" whose address is _____
 _____ City _____ State _____ Zip _____

As owner of property more specifically described as:

HEREBY AUTHORIZES _____ as Agent to represent and act for the Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Boise County Board of Commissioners, Boise County Planning and Zoning Commission, Boise County Planning and Zoning Staff, and or other Boise County Departments relating to the modification, development, planning, platting, re-platting, improvements, use or occupancy of land in Boise County, Idaho. Owner agrees that; Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application of any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that; Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platted or re-platting, improvement, occupancy, or use of any structure or land involved in the application shall take place until approved by the appropriate official of Boise County, Idaho, in accordance with applicable codes and regulations.

Owner agrees to pay any fines and be liable for any other penalties arising out of failure to comply with the terms of any permit or arising out of any violation of applicable laws, codes, or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and , if signing on the behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

(Signature of Owner)	(Print Name)	(Title)
(Signature of Owner)	(Print Name)	(Title)
(Signature of Owner)	(Print Name)	(Title)
(Secretary or Corporate Owner)	(Print Name)	

NOTARY STATE OF IDAHO) ss
 COUNTY OF _____) (seal)

SUBSCRIBED and sworn to before me by _____
 on this ____ day of _____, 20__.

Notary Public _____
 My Commission expires on: _____

Date _____

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SIGN PERMIT APPLICATION

SN # _____

The Planning and Zoning staff is available to discuss this application and answer questions. The Administrator shall review the completed application and may approve or deny it. It is recommended that the Applicant review the Unified Land Use Ordinance #2016-01 (ULO) prior to submittal. This Ordinance along with application materials are located on the County website at www.boisecounty.us.

ULO #2016-01, Section 3.6: Sign Regulations, see attached copy.

To expedite the review of your applications, please be sure to address each of the following items:

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner: _____	_____
Email: _____	_____
Phone: () _____	Mailing Address: _____
City: _____	State: _____ Zip Code: _____
Applicant (if different): _____	_____
Email: _____	_____
Phone: () _____	Mailing Address: _____
City: _____	State: _____ Zip Code: _____
Engineering Firm: _____	_____
Contact Person: _____	Phone: () _____
Address: _____	Email: _____
Surveyor: _____	Phone: () _____

SECTION II: SIGN INFORMATION

Attach the Sign & Site Plan drawn to scale.

Height from natural ground: _____	Dimensions: _____
Square Footage: _____	Color(s): _____
Materials Used: _____	_____
Type of Sign (refer to attached Ordinance 2016-01, Sec. 3.6): _____	_____
Specific Location of the Proposed Sign: Parcel # _____	_____
Physical Address: _____	_____

I consent to this application, I certify this information is correct and I authorize the Boise County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit (if applicable) are in effect. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

• Applicant Signature: _____
Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to _____ to be my agent and represent me in the matters of this application. I consent to this application, I certify this information is correct and I authorize the Boise County Planning & Zoning Department staff and its designated inspection agent to enter the property for any site inspection or compliance purposes as long as this application and a conditional use permit (if applicable) are in effect. I agree to indemnify, defend and hold harmless Boise County and its employees from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of this application.

• Owner Signature: _____
Date: _____

NOTE: The applicant may differ from the property owner; if this is the case, **both** signatures are required.

SECTION III: INFORMATION REQUIRED

1. Latest recorded deed to the property.
2. Application complete & signed; including Affidavit of Legal Interest and Letter of Authorization, if applicable.
3. Application fees paid in full in accordance with the current fee schedule; including any/all applicable fees.
4. Sign & Site Plan, per Ordinance #2016-01, Section 3.6.C.
 - a) Sign & Site Plan drawn to scale.
 - b) Size (no more than 32 sq. ft.).
 - c) Lettering size or graphic style which meets Section 3.6.8.2.g
 - d) Design features other than lettering such as symbols, logos, etc.
 - e) Lighting, if proposed.
 - f) Total height of sign from the ground, not to exceed requirements, shown on plan.
 - g) Site Plan to include the location of each sign on the building(s) and/or property.

SECTION III: STAFF ANALYSIS FINDINGS OF FACTS AND CONCLUSIONS

SECTION IV: ADMINISTRATOR ORDER

Application is approved

Application is denied

Date: _____

THIS BOX TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

FILE # _____ Rec'd Date: _____

Fee paid: _____ Date: _____

Payment type: _____ Number: _____

Receipt #: _____ Are application materials attached? Yes ____ No ____

ACCEPTED BY _____ Date: _____

BOISE COUNTY UNIFIED LAND USE ORDINANCE #2016-01, adopted 10-20-2015

SECTION 3.6 SIGN REGULATIONS:

3.6.A REQUIREMENTS:

- 3.6.A.1 Boise County shall regulate the size, amount and location of signage as provided by this Ordinance. In order to preserve rural character, flashing signs, reader boards or billboards are not allowed.
- 3.6.A.2 The following requirements shall apply to all signs that are proposed to be installed, constructed, painted, or altered after the effective date of this Ordinance:
 - 3.6.A.2.a Signs Requiring Administrative Approval: Unless otherwise noted as exempt in this Ordinance, any sign shall require administrative approval prior to construction and/or placement.
 - 3.6.A.2.b Primary Highways: The standards of this Section shall apply to all primary highways covered by the Idaho Highway Beautification Act, Idaho Code Title 40, Chapter 19, to the extent that this Section is more restrictive with respect to maintaining signs on such roadways.
 - 3.6.A.2.c No rotating beam, beacon or flashing illumination that may resemble an emergency light shall be used with any sign display. Temporary or permanent signs shall not have blinking, rotating or moving parts or components. Signs shall not have pennants or balloons. No portable signs on wheeled trailers or in vehicles.
 - 3.6.A.2.d It shall be the responsibility of the owner of the property and/or improvements to remove any sign or signs where the associated land use has been discontinued for more than ninety (90) days. If a one-time event, the removal of signs shall take place within seven (7) calendar days after the event closure.
 - 3.6.A.2.e Preview signs that are erected for a future use shall be for a business that is an allowed use or has received a conditional use permit to operate. Preview signs shall meet the provisions of this Ordinance.
 - 3.6.A.2.f The size shall be not greater than thirty-two (32) square feet per face. Cut-out or molded letters, or advertising when applied to buildings, shall not be greater than a thirty-two (32) square foot field on the building.
 - 3.6.A.2.g Permanent signs shall be rural in character and appearance and materials may include, but not be limited, to wood, stone character, metal or other natural material. Signs may be painted, sandblasted, carved or constructed by other technically feasible methods. Colors such as neon, fluorescent, etc. shall not be allowed.
 - 3.6.A.2.h For ground mounted signs, the top of the signs shall be mounted not more than ten (10) feet off the ground. If the street/road elevation is greater than the elevation of the mounting site, street/road elevation may be used to determine the height. The total height of the mounting structure shall be no greater than twelve (12) feet. Special attention must be given to the placement of signs near intersecting roads to assure there is not obstruction of vision from any vehicle.
 - 3.6.A.2.i No more than three (3) permanent signs may be placed at a permitted use location. One sign is allowed on the building. One two-way

sign or two one-way signs facing each direction is allowed in the land use area.

- 3.6.A.2.j For commercial malls or Planned Unit Developments (industrial or commercial or a combination of land use) not more than one ground mounted sign structure shall be allowed on each road or street frontage. The sign may be used to identify the occupant and land use. A projecting or swinging sign is not allowed. One sign shall be allowed to be mounted flat to the building front of each shop, store or land use.
- 3.6.A.2.k No sign or sign structure shall be placed upon any County road or highway right-of-way for any purpose other than approved County, state and federal signs. At no time shall any sign be mounted or affixed to any utility pole or structure other than as may be required by the utility owner or law.
- 3.6.A.2.l At no time shall a sign or portions of it be allowed to project above the roof line of the building on which the sign is mounted.
- 3.6.A.2.m Off-premise or outdoor advertising signs are prohibited in the unincorporated areas of Boise County.
- 3.6.A.2.n An application for any sign or advertising display or structure for which no specific regulation appears in this Ordinance shall receive appropriate Planning and Zoning Department staff review as outlined in this Ordinance.
- 3.6.A.2.o Signs may be illuminated by shielded or directed light sources.
- 3.6.A.2.p Any signs placed along State Highways must meet the standards of the Department of Transportation and Boise County.

3.6.B EXEMPTIONS:

Signs exempt from county permit requirements are:

- 3.6.B.1 Directional or information signs that are no larger than three (3) square feet per face, which help direct on premises land uses or activities, and do not display an advertising message (for example: Public convenience signs identifying restrooms, public telephones, walkways and similar features or facilities, parking directions, etc.).
- 3.6.B.2 Memorial signs or tablets displaying names of buildings and dates of erection when cut into the surface or facade of the building.
- 3.6.B.3 Signs required by law or that serve the public interest such as traffic signs, railroad crossing signs, legal notices, warning of temporary emergencies, construction zones, presence of underground cable, utility signs, and similar signs installed on public property and are owned and maintained by County, state, or federal agencies or a public utility company.
- 3.6.B.4 Temporary signs or banners that bear no product advertising and announce community or civic events. Such signs or banners shall be removed within seven (7) calendar days following the event.
- 3.6.B.5 Signs that identify the architects, engineers, contractors, lenders, government agencies or programs (i.e. FHA, HUD, FMHA, Low Cost Housing, Senior Citizen Center, etc.) and other individuals or firms involved with the construction. This shall not include any advertisement of any product, or signs announcing the character of the building enterprise or the purpose for which the building is intended, or use of the project. The signs shall be confined to the

site of the construction and shall be removed within fourteen (14) calendar days after the beginning of the intended use of the project.

- 3.6.B.6 Homeowner locator signs placed at intersections are allowed if each sign is not more than one (1) square foot per face and the mounting device is located off public road right-of-way. Such signs shall be kept in good repair.
- 3.6.B.7 Signs advertising the sale, rental, or lease of real property shall be confined to the property to which they apply. Such signs may be up to a total area of (32) thirty-two square feet per face in size. The number of signs shall be limited to one sign per parcel up to and including 40 acres, or not more than one sign per frontage. Directional signs may be placed at intersections to direct interested parties to real estate that is for sale, for rent or lease. Only one (1) directional sign per agency will be allowed. The directional sign shall not be more than 16 square feet. Such sign may indicate the name of the real estate agency or their logo. Signs must be kept in good repair. All such signs shall be removed within fourteen (14) calendar days after the sale, rental or lease. All signs are to be placed on private property. Said signs are allowed only when a change in direction is required to lead customers to the property. Subdivision directional signs may only be erected after county approval of the final plat for the subdivision and must be removed after the last lot within the approved final plat is sold by the developer.
- 3.6.B.8 Signs announcing candidates seeking public office and other data pertinent thereto, up to an area of thirty-two (32) square feet for each premise. Such signs shall be confined to private property and removed within fourteen (14) calendar days after the election for which they were intended.
- 3.6.B.9 Window signs in a window display of merchandise when incorporated in that display.

3.6.C SIGN PLAN:

- 3.6.C.1 A Sign Plan shall be included with the application and shall be submitted to the Planning & Zoning Department. The sign plan shall contain the following information:
 - 3.6.C.1.a Materials to be used in manufacturing and constructing the sign.
 - 3.6.C.1.b Sign size, message size or field of lettering, and proportions.
 - 3.6.C.1.c Lettering size or graphic style.
 - 3.6.C.1.d Design features other than lettering such as symbols, logos, etc.
 - 3.6.C.1.e Color scheme.
 - 3.6.C.1.f Lighting, if proposed.
 - 3.6.C.1.g Location of each sign on the building and/or property.
- 3.6.C.2 Sign plans shall be drawn neatly to scale to present a clear and accurate picture of the proposal. More than one drawing and drawings at various scale may be used.
- 3.6.C.3 The sign plan and application shall be reviewed by the Administrator for compliance with the standards and requirements of this Ordinance. All sign plans and sign approvals shall require approval by the Administrator prior to construction and/or placement. Any reconsiderations or appeals related to the approval or denial of a sign plan and application shall be governed by the Reconsideration or Appeals process defined in Chapter 2 of this Ordinance.

3.6.D SIGN STANDARDS FOR LAND USES:

- 3.6.D.1 AGRICULTURAL:** One two-way or two one-way identification signs each not to exceed thirty-two (32) square feet per face.
- 3.6.D.2 RESIDENTIAL SUBDIVISION ENTRANCE(S):** One (1) identification sign at each entrance, a maximum of two signs, not to exceed thirty-two (32) square feet per face.
- 3.6.D.3 COMMERCIAL/CIVIC:** One two-way or two one-way identification signs not to exceed thirty-two (32) square feet per face.
- 3.6.D.4 RECREATION OR FORESTRY:** One (1) identification sign, not to exceed thirty-two (32) square feet per face.
- 3.6.D.5 RESIDENTIAL:** One (1) identification sign, not to exceed six (6) square feet per face, shall be exempt from permit requirements.