



# Boise County Planning and Zoning Department

413 Main Street, PO Box 1300  
Idaho City, Idaho 83631  
Phone: 208-392-2293  
[www.boisecounty.us](http://www.boisecounty.us)



## 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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## FINAL PLAT SUBDIVISION APPLICATION

SUB-F-P # \_\_\_\_\_

The Planning and Zoning staff is available to discuss this application and answer questions. The Final Plat is the second of two steps in the development process. Upon receipt of the required materials the Planning & Zoning Administrator will stamp the application received and review the application for completeness. Once the application is deemed complete a public hearing will be scheduled with the Planning & Zoning Commission. 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 Boise County website at [www.boisecounty.us](http://www.boisecounty.us)

*To expedite the review of your application, 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: ( ) \_\_\_\_\_

**Preliminary Plat Subdivision Name:**

\_\_\_\_\_

**Approved on:** \_\_\_\_\_ **All Conditions have been meet: YES** \_\_\_ **NO** \_\_\_

**Location and size:**

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acreage of Parcel(s): \_\_\_\_\_

Assessor Exemptions (i.e. agriculture, timber, etc.): No: \_\_\_\_\_ Yes: \_\_\_\_\_ list: \_\_\_\_\_

**Preliminary Plat Approved # of Lots:** \_\_\_\_\_

**Preliminary Plat Approved Open Space Acres:** \_\_\_\_\_

**Preliminary Plat Subdivision name:** \_\_\_\_\_

**Is property currently mortgaged? Y/N (if yes, Certificate of Acceptance of Mortgagee is required on survey)**

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/or a conditional use permit 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/or a conditional use permit 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: \_\_\_\_\_

**SECTION II: FINAL PLAT SUBDIVISION APPLICATION (ULO Sec. 5.5)**

**1. TYPE OF DEVELOPMENT AS APPROVED ON PRELIMINARY PLAT:**

- 1.1.  Single Family Residential  Commercial, \_\_\_\_\_  
 Industrial, \_\_\_\_\_  Other, \_\_\_\_\_

Please check the appropriate classification(s) below if the proposed development falls within the definitions and criteria of Special Development Subdivision (ULO #2016-01, Chapter 5, Section 5.14)

- 1.2.  Cemetery Subdivision, Section 5.14.A  
1.3.  Hillside Construction, Section 5.14.B

**2. GENERAL INFORMATION:**

- 2.1. Attach copies of applicable deed(s), with the instrument number(s)  
2.2. Describe and attach copies of liens and/or encumbrances filed against this property:

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**3. LAND CHARACTERISTICS/SITE FEATURES:**

- 3.1. Present Ground Cover (in %):  Timber,  Trees,  Brush,  Grass,  
 Bare,  Agriculture,  Other.

- 3.2. Type of Soil(s):  Rocky,  Sandy,  Silty,  Clay.

3.2.a Central District Health Department (CDHD) Classification: \_\_\_\_\_

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- 3.3. Present ground slope (% of each category):

0-10%,  10-20%,  Over 20%

- 3.4. Describe any streams, ditches, drainages, or water bodies that are on this property or adjacent properties: *Attach a topographic vicinity map (scale 1" = ¼ mile) within 600 feet of proposed subdivision showing all streams, ditches, drainages, or bodies of water:*

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- 3.5. Is any part of the proposed subdivision located in a floodplain?  Yes,  No.

*If yes include a copy of the NFIP panel with the parcel location outlined.*

- 3.6. Have you submitted a FEMA/NFIP request for a LOMA and/or LOMR?

Yes  No

**4. LAND USE and COMPATIBILITY**

4.1. Describe the current and past land use:

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4.2. Describe surrounding land uses:

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4.3. Describe *and include copies* of any easements attached to this parcel(s).

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4.4. Describe *and attach copies* of any deed restriction(s) attached to this parcel(s):

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**5. LAND DEVELOPMENT DESIGN APPROVED ON PRELIMINARY PLAT:**

5.1. Total Acreage in Subdivision: \_\_\_\_\_ Acreage of adjacent land held by this owner: \_\_\_\_\_.

5.2. Number of lots approved on Preliminary Plat for this subdivision: \_\_\_\_\_

5.3. Acreage of Common area approved on Preliminary Plat \_\_\_\_\_

5.4. Minimum lot area: \_\_\_\_\_, Maximum lot area: \_\_\_\_\_, Average lot area \_\_\_\_\_

5.5. Will this development be complete at one time or in phases? \_\_\_\_\_ One Phase, or the Number of Phases: \_\_\_\_\_

5.6. If Phased, give phase dates and describe completion or work for each phase:

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5.7. Is proposed access from a Public Right-of-Way? \_\_\_ Yes: \_\_\_ No. If **yes**, name of public right-of way: \_\_\_\_\_

If **No**, describe the easement to cross private land and *attach copies of the recorded easements* granting legal access:

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**6. PROPOSED STREETS and UTILITIES AS APPROVED ON PRELIMINARY PLAT**

**6.1.** What streets within the subdivision are currently public right-of-ways?

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**6.2.** What streets within the subdivision are currently private common use (PCU) roads?

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**6.3.** Refer to the ULO #2016-01, Chapter 3, Section 3.3 Road Construction Specifications: attach two copies of the road profile drawings and outline of construction specifications for all private common use (PCU) roads. If the road(s) is (are) existing; please attach drawings, photos and/or specifications showing the existing condition, width, easements, and road construction material.

**6.4.** What material(s) will be used to construct the road(s)?

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**6.5.** What is the maximum street gradient? \_\_\_\_\_%.

**6.6.** What is the platted width of the streets? \_\_\_\_\_.

**6.7.** Road dedication: Attach the completed Declaration of Private Common Use Roads for Subdivision per ULO, Section 5.7.C.1.

**6.8.** State the public utilities (power, telephone, natural gas, cable TV, etc.) that will serve the area and how will they be provide to each lot?

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**6.9.** Utility Easements shall meet ULO, Section 5.7.B. Will the utilities be underground?

\_\_\_ Yes, \_\_\_ No.

**6.10.** Domestic water supply will be: \_\_\_ Individual Well; \_\_\_ Central Well.

**6.11.** Describe proposed and/or existing domestic water supply system and any proposed alterations is an existing water supply system:

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**6.12.** Have test wells been dug? \_\_\_ Yes, \_\_\_ No: If yes, attach a well log report from the Idaho Department of Water Resources and show depth of well, flow, and purity of water verified. Nearest adjacent well location: \_\_\_\_\_.

6.13. Sanitary waste shall be by: \_\_\_ Individual Septic; \_\_\_ Central collection/treatment. ***Attach a copy of the Central District Health Department application with this application.***

**7. STORM WATER MANAGEMENT PLAN**

7.1. Attach a copy of the Approved Storm Water Management Plan which meets the requirements of Section 5.8 of the ULO, if applicable.

**8. SEDIMENT/EROSION CONTROL PLAN**

8.1. Attach a copy of the Approved Sediment/Erosion Control Plan which meets the requirements of Section 5.9 of the ULO, if applicable.

**9. FIRE PROTECTION PLAN**

9.1. Attach a copy of the Approved Fire Protection Plan which meets the requirements of Section 5.11 of the ULO, if applicable.

**10. PROTECTIVE COVENANTS**

10.1. Attach a copy of the proposed Protective Covenants which meet the requirements of Section 5.13 of the ULO.

**11. TRANSPORTATION IMPACT STUDY (for thirty (30) lots or more)**

11.1. Attach a copy of the Approved Transportation Impact Study which meets the requirements of Section 5.12 of the ULO, if applicable.

**12. FLOOD DAMAGE PREVENTION**

12.1. If the proposed subdivision is within areas subject to a flood hazard attach a copy of the approved flood damage prevention plan which meets the requirements of Section 4.5 of the ULO, if applicable.

**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, Chapter 2, Section 2.4.D

**2.4.D NOTICE TO PUBLIC:**

**2.4.D.1** At least fifteen (15) calendar days prior to the public hearing, the Administrator shall publish a notice of the date, time and place and a summary of the application in the official newspaper of the county.

**2.4.D.2** Posting on the Site: A public notice shall be posted by the applicant on the premises for which the permit is sought. The notice shall be posted not less than ten (10) calendar days prior to the public hearing.

**2.4.D.2.a** Notice of Form: The notice shall be in substantial compliance with the following form:

<p style="text-align:center">COUNTY OF BOISE PUBLIC HEARING NOTICE Boise County Planning and Zoning Commission will hold a public hearing on [DATE} at 6:30 p.m. In [LOCATION provided by P&amp;Z] PURPOSE:  PROPERTY LOCATION:  APPLICATION BY:  Contact the BC Planning and Zoning Administrator at (208) 392-2293 with any questions.</p>
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**2.4.D.2.b** Notice Size: The notice(s) shall consist of a four foot by four foot (4' x 4') plywood or other hard surface mounted on two (2) four inch by four inch (4" x 4") posts.

**2.4.D.2.c** Notice Lettering: Centered at the top of the four foot by four foot (4' x 4') notice(s) in six inch (6") letters shall be the words "Boise County P&Z Public Hearing Notice". The date of the hearing shall be in bold four inch (4") letters. The remainder of the notice shall be in two inch (2") letters. Each notice shall be painted white, and the letters shall be painted black and shall appear on both sides.

**2.4.D.2.d** Notice Content: Each notice shall inform the public of the nature of the hearing, the date, time and address of the hearing location, a summary of the proposal to be considered, a county P& Z Department contact phone number, the location of the development and the name of the applicant, and if applicable, the proposed development.

**2.4.D.2.e** Notice Placement: The notices shall be posted on the property being considered along each street that is adjacent to the subject property boundaries. The notice(s) shall be

## Boise County Unified Land Use Ordinance #2016-01, Chapter 2, Section 2.4.D

located on the property, outside of the public right of way. If the notice cannot be placed on the property and still be clearly visible, the notice may be placed within the right of way if the applicant can obtain the consent of the owner of the right of way. The notice shall be posted perpendicular to the street and mounted so that the bottom of the notice is at least three feet (3') above the ground.

2.4.D.2.f Proof Of Posting: The applicant shall submit a notarized statement and a photograph of the posting to the county P&Z Department no later than seven (7) days prior to the public hearing attesting to where and when the notice(s) was posted. Unless the statement is received by such date, the hearing will be continued to a later hearing date.

2.4.D.2.g Notice Removal: The notice(s) shall be removed no later than three (3) days after the public hearing for which the notice(s) had been posted is ended.

**STATEMENT OF PROOF OF PUBLIC HEARING POSTING**  
For Application # \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that Notice of Public Hearing was posted in accordance with the Boise County Unified Land Ordinance #2016-01, Section 2.4.D.2 on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, meeting the requirement of at least ten (10) days prior to the public hearing date. A photo of said posting is attached as Exhibit A, per Section 2.4.D.2.f.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Typed/printed Applicant Name

\_\_\_\_\_  
Applicant Signature

STATE OF IDAHO            )  
  ) ss.  
County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State, personally appeared \_\_\_\_\_, known or identified to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date last above written.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_