



PLANNING & ZONING ADMINISTRATION

700 Bank Street, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 556-5135

SUBDIVISIONS

Prior to accepting the Subdivision application, the applicant must provide the following information and address the issues listed below.

1. Subdivision Application, completed with applicable attachments (See 10-4-4-1, and 10-4-4-2 a-n) and applicable fees.
2. A Preliminary Plat meeting the requirements listed in Shoshone County Subdivision Ordinance #139 (10-4-4-2) and drawn at a standard engineering or architectural scale, showing topography at five (5) foot intervals (If slopes are greater than 15%); location and type of recreational, residential, commercial and industrial land uses; layout dimensions, and names of existing and proposed streets; right-of-ways; dimensions of lots and building setback lines; proposed improvements of access roads and driveways, water, sewer, stormwater drainage, electricity, telephone and natural gas; and such other characteristics as the Commission deems necessary.
3. Proposed schedule for the development of the site.
4. Evidence that the applicant has sufficient control over the land in question to initiate the proposed development. A Letter of Authorization (Notarized) from Property Owner(s), granting the Applicant/Representative ability to act on their behalf, and/or, if there are multiple owners, a Consent to Divide Authorization form from each owner. (Notarized)
5. The application shall be accompanied by a written statement by the developer setting forth reason why, in his or her opinion, the subdivision would be in the public interest.

Following are the minimum issues that need to be addressed (Idaho Code 67-6518):

- Access to hospitals, fire service, and police Protection, (i.e. Emergency access routes)
- Access to streams, lakes, viewpoints, or proposed community open space areas.
- Covenants to prevent negative visual impact
- Easements for public utilities
- Lot & Block numbers
- Lighting
- Parking
- Riparian buffer zone
- Roadways, streets, lanes and driveway locations etc.
- Sewer systems
- Water systems
- Storm drainage systems
- Street names
- Trees
- Signs
- Yard, courts, greenbelts, planting strips, parks and other open spaces



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APPLICANT ATTACHMENTS:

- Preliminary Plat (sketch or drawing, drawn to a typical scale) –
1 copy 18" X 22" or larger
- 1 copy of Preliminary Plat - 8 ½" X 11" or 11"x 17"
- 5' Contour Map
(Where land slope is Greater than 15%)
- Narrative Describing: (See 10-4-4-2-A) proposal in detail, physical features of property, analysis of environmental and surrounding community impacts, proposed actions to mitigate said impacts, and any historical or geological significance of the property
- Adjacent Property Owner's mailing list & Affidavit
(300' APO Package, See Attached)
- Pictures of site
- Assessor's Plat Map
- Vicinity Map
- Proof of ownership
(Current Title Report: Max. 30 days)
- Letter of Authorization from Property Owner to
Applicant/Representative granting ability to act on their behalf.
(Notarized) and/or if there are multiple owners, a Consent to
Divide Authorization form. (Notarized)
- Covenants, Conditions & Restrictions (If required a Draft
version must submitted with application)
- Conceptual Access Road & Driveway Plan (Show applicable
easements and rights of way)
- Conceptual Sewer, Water & Utility Plan (Show applicable
easements)
- Conceptual Stormwater & Erosion Control Plan
- County Surveyor: Preliminary Plat Package (See Attached)



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APPLICATION FOR SUBDIVISION

FILE NUMBER: _____ DATE ACCEPTED: _____ FEES: _____

<input type="checkbox"/>	PRELIMINARY PLAT	<input type="checkbox"/>	FINAL PLAT	<input type="checkbox"/>	MINOR	<input type="checkbox"/>	MAJOR
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APPLICANT NAME: _____ PHONE: _____

APPLICANT ADDRESS: _____

OWNER NAME: _____ PHONE: _____

OWNER ADDRESS: _____

ENGINEER/SURVEYOR: _____ PHONE: _____

ENGINEER/SURVEYOR ADDRESS: _____

NUMBER OF ACRES: _____ NUMBER OF LOTS: _____

AVERAGE LOT SIZE: _____ AVERAGE SLOPE: _____

LEGAL DESCRIPTION (Attach if Necessary): _____ SEC: _____ TWP: _____ RNG: _____

Parcel #: _____

GENERAL LOCATION & DIRECTION TO THE SITE (Be specific): _____

ZONING: _____ COMP. PLAN DESIGNATION: _____

ROADS PROPOSED IN THE DEVELOPMENT WILL BE: ☐ Public ☐ Private

PRIVATE ROADS WILL BE MAINTAINED BY: _____

SEWAGE DISPOSAL: _____ POLICE PROTECTION: _____

WATER SUPPLY: _____ FIRE PROTECTION: _____

POWER SERVICE: _____ SCHOOL DISTRICT: _____

PRESENT LAND USE: _____

PROPOSED LAND USE: _____

SURROUNDING LAND USE: _____

I understand the application process is subject to acceptance by the Shoshone County Planning Administrator. I understand that the hearing dates or public comment periods are tentative and subject to the number of applications received; therefore, staff will determine the number of applications to be placed on the next available agenda. All the information, statements, attachments, and exhibits transmitted herewith are true to the best of my knowledge.

SIGNATURE: _____ DATE: _____



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700 Bank Street, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 753-1011

REQUIRED NOTICE MATERIALS TO SUBMIT FOR PUBLIC NOTICE

ADJACENT PROPERTY OWNERS (APO) MAILING LIST

As part of your application, please submit the following materials to the Shoshone County Planning Administration.

ASSESSOR'S MAP(S) - The Section or Township map that shows your project parcel and all surrounding parcels that are within 300 feet of the boundaries of the subject parcel. If you, or your Agent, have ownership in any parcel that abuts a boundary of the project parcel, the 300 foot requirement has to be determined by beginning at the outermost boundary of your abutting parcel. Distinctly identify your project site by outlining or highlighting it in color.

You can obtain copies of the number of maps you need at the Assessor's Office, Shoshone County Courthouse. Depending on the location of your project, you may need more than one Section map: the Assessor's Office staff can assist you.

OWNER/ADDRESS LIST - Using the information from the Assessor's map(s), prepare a list of the names and addresses of the owners of the surrounding parcels that have been identified in the paragraph above (Note: Variance applications require notification of bordering property ownership's only. All other applications require notification of all property ownership's within 300 feet).

Adjacent Property Ownership information packages can be obtained from a Title Company. If you submit property ownership information obtained from a Title Company, it must bear the date of preparation. If you do your own research to obtain the ownership information from the Assessor's Office, please fill out the following affidavit and include this page along with the map materials that you are submitting to the Planning Administration.

"I hereby certify, under penalty of perjury, that the owner/address information submitted to the Planning Administration was researched at the Shoshone County Assessor's Office on _____, 20____, and that it is true and correct to the best of my knowledge."

Applicant Signature

Date of Affidavit

Application File No.

MAILING LABELS - Submit **two (2) sets self-adhesive mailing labels** (approximately 3"x1") with the name and address typed or clearly printed in ink for:

- Each person identified under the Owner/Address List above, (Duplicate or multiple ownerships need only one label)
- The Owner, and
- The Owner's Representative/Engineer
- One set of mailing labels will be required for each public hearing.

MOST CURRENT INFORMATION - Dependent upon the length of time between submitting this information and the public hearing on your project, the Planning Department may request you to update the required hearing materials.



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700 Bank Street, Suite 25, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 556-5135

Forward to: Surveying Firm

PRELIMINARY FINAL PLAT REQUIREMENTS – MAJOR SUBDIVISION

1. Prepare two (2) paper copies 18" x 27" to be submitted with a closure sheet and a copy of the reference survey(s) for review by the county surveyor.

FINAL PLAT REQUIREMENTS - MAJOR SUBDIVISION

1. Prepare two (2) original drawings on drafting film three (3) mil or thicker, eighteen inch by twenty seven inch (18"x 27"), and three (3) paper copies of the final plat; three (3) paper copies of the final engineering construction drawings for streets, water, sewers, sidewalks, and other public improvements. (Ord. 9, 9-8-1975, eff. 9-18-1975). Along with all compliant items required under title 50, chapter 13 of the Idaho Code.
2. Include any General Restrictions applied by the Shoshone County Planning Commission.
3. Required signature blocks;

Owners Certificate and Dedications

Notary Public Certificate

Shoshone County Commissioner Approval – Chairman

Surveyors Certificate

Reviewing Surveyors Certificate

Panhandle Health District Approval

Shoshone County Auditors Certificate

Shoshone County Treasurer Affidavit

Shoshone County Planning Administrator

Shoshone County Recorder

06/08/09

Shoshone County plat review checklist
Plat:

	acceptable? yes n/a	no	comments
18"x27" mylar (IC 50-1304).....			
Margins/ encroachments.....			
Black ink.....			
Clarity of lines and dimensions.....			
Match lines.....			
Section, township and range (IC 55-1906).....			
City Plat? If so, label as such.....			
Scale of map (IC 50-1304) (IC 55-1906).....			
North arrow (IC 50-1304) (IC 55-1906).....			
Subdivision name (IC 50-1304).....			
Lot/ block numbers (IC 50-1304).....			
Basis of bearings (IC 50-1304) (IC 55-1906).....			
Basis of Coordinates (IC 50-1304) (IC 55-1907).....			
Complete dimensions of exterior boundary (IC 50-1304).....			
Complete dimensions for all lots (IC 50-1304).....			
Correct areas for all lots, if shown.....			
Streets- width and courses (IC 50-1304).....			
Street names (IC 50-1304).....			
Easements (IC 50-1304).....			
Point of beginning (IC 50-1304).....			
Ties to 2 acceptable monuments (IC 50-1304).....			
Compliance with CPF law 55-16 (IC 55-1906).....			
Monuments, location, size and type (IC 50-1303) (IC 50-1304) (IC55-1906) (IC54-1227)			
Bond For Monumentation (IC 50-1332).....			
Closure (1.5000) (IC 50-1303).....			
Reference to overlapping or adjoining surveys (IC 55-1906).....			
Narrative (IC 50-1304) (IC 55-1906).....			
purpose.....			
how lines were established.....			
controlling elements.....			
vertical establishment.....			
Discrepancy notification (IDAPA 10.01.02.005).....			
New monument notification (IDAPA 10.01.02.005).....			
Owners certificate- intention to plat (IC 50-1309).....			
Correct description (IC 50-1309).....			
dedication (IC 50-1309).....			
Surveyor's certificate (IC 50-1309) (IC 55-1906).....			
Sanitary restriction (IC 50-1326).....			
County Commissioner approval (IC 50-1308).....			
County Road acceptance (IC 50-1309).....			
City Council approval (IC 50-1308).....			
City Engineer approval (IC 50-1308).....			
City Clerk approval (IC 50-1308).....			
Treasurer approval (IC 50-1308).....			
County Surveyor Certification (IC 50-1905).....			
remove reference to County law in County Surveyor Certification.....			

Shoshone County
Planning and Zoning Schedule of Fees

MINOR Subdivision* ** ***	
Preliminary Plat	\$1,000
Final plat	\$25 per lot (up to 4); \$50 per lot (5-9 lots)
MAJOR Subdivision* ** ***	
Preliminary Plat	\$1,200
Final plat	\$100 per lot
Planned Unit Development* ** ****	
Preliminary Plat	\$1,200
Final plat	\$100 per lot
Boundary Line Adjustment (Subdivision Exemption)	\$100 + applicable recording fees
RESIDENTIAL Conditional Use Permit** ***	\$300
COMMERCIAL Conditional Use Permit** ***	\$600
INDUSTRIAL Conditional Use Permit** ***	\$1,000
Special Use Permit** ***	\$600
Zone Change to a Residential District** ***	\$600
Zone Change into Commercial or Industrial** ***	\$1,000
Development Agreement	\$250
Variance w/Public Hearing** ***	\$400
Plat Text Amendment - Replat*	\$250
Replat of Subdivision* ** ****	\$750
Vacation of Plat or County R.O.W.** ***	\$250
Appeal of P/Z Decision** *** ****	\$300
Appeal of Administrative Decision** *** ****	\$150
Floodplain Development Permit	\$100 +\$50 per site visit
Community Determined Elevation Certificate	\$65
Site Disturbance Permit	\$100 +\$65 per site visit

New/Change of Address	\$15
GIS Color Maps (Not accompanying an application)	\$1.00 for 8x10, \$1.50 11x17
Administrative Exception (variance to setback)	\$50 +\$50 per site visit
*County Surveyor Review	Actual Cost Deposit: Minor Subdivision \$100, Major Subdivision \$200
**Advertising.....	Actual Cost
***Postage for mailings (certified mail).....	Actual Cost
****Hearing transcripts.....	Actual Cost, \$200 deposit

COPIED MATERIAL

Refer to Countywide fee schedule



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CONSENT FOR REPRESENTATION

Owner(s) Name: _____

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

Phone(s): _____

_____ hereby authorizes _____
(name of property owner) (name of representative)

to act on their behalf.

Parcel(s) # _____, _____, _____

Addressed as: _____

Type of Application: _____ Date: _____

As owner(s) of the above listed property I/we acknowledge and consent to the representation of land in the manner described in the application.

Signature(s) _____

Subscribed and Sworn to before me this _____ day of _____ 20____

Notary Public in and for the State of _____

Residing at _____

My Commission Expires: _____



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700 Bank St, Ste 25, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 556-5135

CONSENT TO SUBDIVIDE LAND

Date: _____

Owner(s) Name: _____

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

Phone(s): _____

Parcel(s) # _____, _____, _____

Size: _____ acres, # of proposed lots: _____

As owner(s) of the above listed property I/we acknowledge and consent to the division(s) of land in the manner described in the application.

Signature(s) _____

Subscribed and Sworn to before me this _____ day of _____ 20____

Notary Public in and for the State of _____

Residing at _____

My Commission Expires: _____



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FINAL PLAT RECORDING PROCESS

MAJOR SUBDIVISION

Upon the Planning and Zoning Commission Recommendation of Approval, your application request for preliminary plat for a major subdivision will go through final review by the Board of County Commissioners. If approved, the final plat is to be recorded which involves the following procedures:

1. All current property taxes must be paid in full. Contact Ellen Sauer, Treasurer, to confirm the status of property taxes. Phone: 752-1261
2. The Shoshone County surveyor/engineer will review your preliminary plat for approval. If any changes are required the planning and zoning office will notify you and your surveyor/engineer.
3. Once approved you will be contacted by the planning and zoning office. After notification of approval contact your surveyor/engineer to prepare the Final Plat. Include any conditions and/or restrictions that were applied by the Planning and Zoning Commission, along with all compliant items required under title 50, chapter 13 of the Idaho Code.
4. After your review is completed you will begin processing the final plat. This includes your notarized signature and Panhandle Health District sign-off.
5. Contact the planning and zoning office for an appointment for Review of Final Plat and to collect the final plat fee, county surveyor/engineer fee, advertising fee, and postage for mailing notices fee.
6. Once the final plat is processed the planning and zoning office will notify you, and you can record the Final Plat with the Records Office.

This Final Plat recording process may take up to twenty-one (21) days for completion after you have had your "Review of Final Plat" appointment with the Planning and Zoning Administrator.



SHOSHONE COUNTY
700 Bank Street, Suite 25, Wallace, Idaho 83873-2348
Phone: (208) 752-8891 Fax: (208) 556-5135
E-mail: pz@co.shoshone.id.us or bocc@co.shoshone.id.us

PUBLIC HEARING PROCEDURES
(SC Title 2- Boards & Commissions: 2-1(1-13))

Open Public Hearing: (Chairman)

Explanation of procedures, Collection of Requests for Testimony, and Sign-In forms. (Administration Staff)

Per the Agenda; introduce first case to be heard: (Chairman)

- Call for disqualification/Conflict of Interest (Chairman)
 1. Planning Administrator/Staff presents Staff Evaluation
 2. Applicant/Appellant Presentation – 20 minute limit
 3. Written Testimony-
 - All written testimony received during the notice period but prior to the hearing shall be read into the record and entered as exhibits.
 4. Testimony by Supporters – 5 minute limit
 5. Testimony by Neutrals – 5 minute limit
 6. Testimony by Opponents – 5 minute limit
 7. Rebuttal by Applicant/Appellant
 - Response only to adverse comments or questions raised by public testimony
 - No new evidence can be presented.
 8. Close Public Hearing (Chairman)
 9. Commission Deliberation
 - Each commission member's thoughts and concerns
 - Discussion of application
 10. Commission Motion
 - Approve as presented
 - Approve with conditions
 - Continuation of the Matter
 - Denial

RULES FOR PUBLIC HEARINGS

1. Signature Sheet: No person shall be permitted to testify or speak before the hearing body at a public hearing unless such person has first signed his name and address to a sign-up sheet provided by the hearing body, and indicated what, if any, interest he may have and whether he lives within 300 feet of the property being considered.
2. No person shall be permitted to speak before the hearing body until such person has been recognized by the presiding officer
3. All public hearing proceedings shall be recorded electronically, and all people shall speak clearly and loudly enough to assure that the testimony is recorded clearly and correctly.
4. No person shall interrupt the speaker
5. Any speaker who has evidence of any kind shall submit that evidence to the staff to be entered into the record. Four (4) copies of each documentary or photographic item of evidence shall be provided, and shall be marked for identification purposes. (Applicant/Appellant exhibits shall be numerical, County Staff exhibits shall be alphabetical, and other public exhibits shall be marked beginning with P followed by an appropriate numerical character i.e. P1, P2, etc.)
6. People attending the public hearing shall engage in a respectful manner. Any action taken that disrupts the proceeding or endangers others may result in prompt removal.
7. Once the Chairman declares the hearing closed, no further evidence or testimony will be presented or considered.

*ANYONE who fails to comply these rules may be asked by the Chairman to leave the hearing

APPEAL

Appeal of a Planning & Zoning Commission Decision (SC Code § 9-9-7(E.))

Within 15 days of the Commission's decision, any applicant or "affected person" who appeared in person or in writing before the Planning & Zoning Commission may appeal the decision to the Board of County Commissioners. The appeal is submitted in writing accompanied with the appropriate fee.

Appeal of the Decision of the Board of County Commissioners (I.C. § 67-6521)

Within 28 days of the Board of County Commissioner's final decision, an "affected person" may appeal to the District Court after all remedies have been exhausted under local ordinances