



Conditional Use Permit / Standard Subdivision Application

Name of Proposed Subdivision: _____

Total Area (Acres) _____ Number of Lots _____

Is Proposed Subdivision to be built in phases? _____ If yes, how many phases? _____

Applicant/Owner Information:

Applicant/Authorized Agent

(Attach additional pages if necessary)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Contact Phone # _____

Email: _____

Property Owner(s) of Record

(Attach additional pages if necessary)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Contact Phone # _____

Email: _____

Property Information:

Location of Property (physical address): _____

Parcel Number(s): _____

Legal Description of Property (Attach if Necessary): _____

Current Zoning District of the Property: _____

Existing Use of Property: _____

Description of Proposed Conditional Use/Subdivision: _____

Required Submittals:

- ☐ 1. Conditional Use Permit/Subdivision Application and non-refundable fee.
- ☐ 2. Preliminary Plat (three (3) copies) indicating the following:
 - A. Proposed Name of Subdivision
 - B. Location
 - C. Legal Description
 - D. Personal Information of subdivider (Names & Addresses of Subdivider), and the owners of the land immediately adjoining the land to be subdivided
 - E. Boundary Lines of the tract to be subdivided, including total acreage proposed for the subdivision

- F. Dimensions of Features: The location, widths and other dimensions of all existing or platted streets and other important features including easements, railroad lines, watercourses (including irrigation canals and ditches), exceptional topography, bridges and buildings within or immediately adjacent to the tract to be subdivided
 - G. Power Lines & Storm Drains: Existing power lines, sanitary sewer, storm drains, water supply mains, and culverts within the tract and immediately adjacent thereto
 - H. Flood Hazard Boundaries according to the federal flood insurance administration maps
 - I. Location and Dimensions of Streets: The locations, widths, and other dimensions of proposed public streets, private streets, alleys, utility easements, parks, other open spaces and lots, with proper labeling of spaces dedicated to the public, or designated as private streets laid out so they will connect with existing streets without causing bottlenecks
 - J. North Point: North point, scale, and date
 - K. Lots: The proposed layout, dimensions, size and number of each lot.
 - L. Construction and Fencing
 - M. County Weed Plan: A plan developed in conjunction with the Cassia County Weed Department setting forth suitable methods, managements and practices for controlling weeds on and involved with the proposed development herein. Weeds shall be defined by state of Idaho noxious weed statutes, laws and regulations.
- ☐ 3. Copy of proposed protective covenants, if applicable.
- ☐ 4. Natural Features Analysis: The following features shall be mapped, described, or noted as not applicable in the natural features analysis:
- A. Hydrology: Analysis of natural drainage patterns and water resources including an analysis of streams, natural drainage swales, ponds or lakes, wetlands, floodplain areas or other areas subject to flooding, poorly drained areas, permanent high ground water areas, and seasonal high ground water areas throughout the site.
 - B. Soils: Analysis of types of soils present in the site area including delineation of prime agricultural soil areas, aquifer recharge soil areas, unstable soils most susceptible to erosion, and soils suitable for development. The analysis of soils shall be based on the Cassia County soils survey (United States department of agriculture, natural resources conservation service).
 - C. Topography: Analysis of the site's terrain including mapping of elevations and delineation of slope areas greater than twenty five percent (25%), between fifteen percent (15%) and twenty five percent (25%), between eight percent (8%) and fifteen percent (15%), and less than eight percent (8%). Contour lines based on USGS datum of 1988 with intervals of not more than five feet (5') for properties with a general slope of greater than five percent (5%), or intervals of not more than two feet (2') for properties with a general slope of less than or equal to five percent (5%). Contour lines shall extend a minimum of three hundred feet (300') beyond the proposed development boundary. If a drainage channel borders the proposed development, the contour lines shall extend the additional distance necessary to include the entire drainage facility.
 - D. Vegetation: Analysis of existing vegetation of the site including, but not limited to, dominant tree, plant, and ground cover species.
 - E. Sensitive Plant And Wildlife Species: Analysis of sensitive plant and wildlife species of the site including, but not limited to, those species listed in the Idaho conservation data center (state of Idaho department of fish and game).
 - F. Historic Resources: Analysis of existing historic resources.
 - G. Hazardous Areas: Location and identification of all potential hazardous areas including, but not limited to, land that is unsuitable for development because of flood threat, poorly drained areas, high ground water, steep slopes, rock formation, buried pipelines, or other similar conditions likely to be encountered.
 - H. Impact On Natural Features: The applicant shall provide a written statement explaining how the design of the plat protects or mitigates impacts on the natural features of the site.

- I. Map Features: The map shall show important features, including, but not limited to, the following: outline of existing structures, watercourses, wetlands, power lines, telephone lines, railroad lines, airport influence areas, any existing easements, municipal boundaries, and section lines.
- J. Other Supplemental Data: Other supplemental data may be required by the county including, but not limited to, the following:
 - 1. Approximate location of any areas of fill.
 - 2. The elevations of all corner points on the boundaries of the proposed plat.
- ☐ 5. Ground Water Quantity Information: Adequate information must be provided to ensure that new or existing wells will provide sufficient water for the subdivision, without negatively affecting nearby property owners. The following are required:
 - A. Subdivisions served by a well on each lot: Documentation by an Idaho licensed professional engineer (PE) or geologist (PG) that the aquifer proposed for water supply has sufficient production capability to provide drinking water to all of the lots in the proposed subdivision, and that a location is available within each lot for installation of a well without conflicting with proposed sewage systems.
 - B. Subdivisions served by a new water system composed of one or more shared wells: Documentation by an Idaho licensed PE or PG that the sources proposed for water supply have sufficient production capability to provide drinking water to the lots in the proposed subdivision.
 - C. Subdivisions served by a new public drinking water system: DEQ written approval of an engineering report prepared by an Idaho licensed PE or PG demonstrating that an adequate water supply is available to meet the estimated demand for water from the lots in the proposed subdivision.
 - D. Subdivisions served by connection to an existing public water system: A letter from the owner of the system indicating it has sufficient reserve production capacity to supply water to the lots in the proposed subdivision.
 - E. At a minimum, available well logs within one-half (½) mile of the boundary of the site must be provided as part of the above submittals. For residential uses, one thousand five hundred (1,500) gallons per day, with a minimum flow of five (5) gallons per minute for four (4) hours, per residence, will be considered adequate if no more than one-half (½) acre of property will be irrigated. For low flow wells, storage may be provided to meet this requirement. If conformance with these requirements is questionable, the applicant shall secure an option for a secondary water source that does meet the requirements. If necessary to demonstrate compliance, the Commission may require additional information, such as historic and current static water levels in the area (2 copies).
- ☐ 6. Conceptual Site Disturbance and Storm Water Plan. A plan, developed by a design professional, proposing suitable methods and locations for storm water treatment systems. Proposed systems must conform to approved best management practices (BMPs), such as the "State of Idaho Catalog of Storm Water Best Management Practices for Idaho Cities and Counties." For minor subdivisions, when land disturbing activity is proposed in areas where the natural slope is less than fifteen percent (15%), a conceptual site disturbance and storm water plan does not need to be submitted as part of the application package.
- ☐ 7. Phasing: Describe phasing, if any, and number of lots, and proposed completion schedule.
- ☐ 8. Narrative Statement: Attach a narrative statement that explains how this proposal will meet each of the following standards, as listed in 9-13-3 of County Code:
 - A. Qualify: Will, in fact, constitute a conditional use as established by the official schedule of zoning regulations for the zone involved.
 - B. Meet General Obligations: Will be harmonious with and in accordance with the general objectives or with any specific objective of the comprehensive plan and/or the zoning ordinance.
 - C. Maintain Character: Will be designed, constructed, operated and maintained to be reasonably harmonious and appropriate in appearance with the existing or intended character of the general vicinity; and that such use will not change the essential character of the general vicinity.

- D. Hazards: Will not be unreasonably hazardous or disturbing to the existing or future neighboring uses.
 - E. Facilities: Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools; or that the persons or agencies responsible for the establishment of the proposed use will provide adequately for any such services.
 - F. Economic Welfare: Will not create excessive additional requirements at public cost for public facilities and services and will not be unreasonably detrimental to the economic welfare of the community.
 - G. Conditions of Operation: Will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, pollution or odors.
 - H. Harmful Conditions: Will not be or create conditions that are unreasonably harmful or dangerous to the individual safety or welfare of persons on the premises of the use or living or working in the vicinity of the use; or will not be or create conditions that could be unreasonably harmful to the general safety, health or welfare of the community.
 - I. Vehicular Approaches: Will have vehicular approaches to the property which are so designed as not to create safety hazards or interference with traffic on surrounding public thoroughfares.
 - J. Scenic And Historic Features: Will not result in the destruction or loss or damage to any natural, scenic or historic feature of importance to the public.
- ☐ 9. Irrigation District, Canal Company, Groundwater District, Surface Water District, Public Water System, or any other such like entity Impact Statement. Applicant shall obtain an impact statement from the irrigation district, canal company, groundwater district, surface water district, public water system, or any other such like entity (such entities being referred to hereinafter as "Water System") within which Applicant's proposal will be located. Such impact statement is required before the Application can be deemed complete, so as to proceed to hearing before the Commission.
- ☐ 10. Districts & Utility Companies Comment: Sub-divider submits copies of the preliminary plat to the applicable service providers for review and comment. Sub-divider shall provide to the planning and zoning department proof that these submittals were made to the applicable entities indicated herein:
- Highway District and/or Idaho Department of Transportation
 - School District
 - Fire District
 - Fuel Company
 - Electric Company
 - South Central Public Health District
 - Irrigation District and/or Canal Company
- ☐ 11. List of Property Owners within a one-mile radius of the exterior boundaries of the premises.
- ☐ 12. Certificate of Mailing, Notice of Hearing, Affidavit of Publication & Affidavit of Posting (to be submitted after hearing date has been scheduled, and in accordance with 9-13-5 of County Code).

Upon departmental review of the application, preliminary plat, and accompanying documentation, the application will be scheduled for hearing and placed on the next available Planning and Zoning agenda. The applicant will be notified of the scheduled hearing information, or if additional information is needed to process the application. Seven (7) additional copies of the preliminary plat shall be submitted to this department within ten days of the date of hearing, for the Planning and Zoning Commission's advanced review. Attached to this application is a copy of County Code Title 10, Subdivision Ordinance, and sample notice of hearing protocol for the applicant's review and reference.

Cassia County Code is viewable and downloadable Online: <https://www.cassia.gov/county-code>

Cassia County Forms and Applications: <https://www.cassia.gov/county-forms-applications>. (Online Forms are downloadable and fillable).

Until all items listed herein are submitted to the satisfaction of the zoning administrator, any application made with the zoning and building department is deemed only to be lodged, but not to be filed. Applications shall be considered and determined based upon the regulations existing as of the date of filing of the application, unless otherwise provided for by action of the Board of County Commissioners.

Applicant/Owner Certification:

I hereby certify that all information submitted for this application is true and accurate and is prepared to the best of my ability and knowledge, and request that this application be processed for consideration as a subdivision. Additionally, I hereby authorize agents of the county to enter upon this subject property for purposes of review concerning the pending application and for determining compliance with applicable county regulations.

Signature of Applicant/Authorized Agent

Date

Printed Name:_____

Signature of Property Owner(s) of Record / Authorized Agent (Attach Additional Pages if Necessary)

Date

Printed Name:_____

For Office Use Only:

Date Application Lodged:_____ By:_____

Fee Amount Paid: \$_____ Check #_____ Credit_____

(Fee: \$700.00 + \$10.00 / lot)

Application #_____