

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. 1705

Website:

www.lemhicountyidaho.org



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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: _____

Phone: _____ Fax: _____

Zip: _____

Email: _____

Agent/Representative Information

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

Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

Zip: _____

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
(please attach Affidavit of Proprietary Interest)

Date

Staff Use Only:

Date Accepted: _____ Application Accepted by: _____

Hearing Date: _____

Revised 06/18/2025

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

SUBSCRIBED 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)

Special Use & Subdivision Development Application Instructions

1. Fill out application completely.
2. 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.
3. 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).
4. Legal description of the property to be developed must be submitted to our office in **written form** as well as **digital form**.
5. A letter from the appropriate Irrigation Entity verifying that have been informed of your project.
6. 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).
7. 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-Types of Development**
 - ☐ **Chapter 6-Performance Standards for all Developments**
8. The following chapters or appendices from 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 materials may include a preliminary title search, site plan, aerial photo and preliminary plat, and 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 additional fees for publications, copies, notices & mailings. These fees are not included in the \$500.00 application fee. Color copies will be charged at \$0.25 per copy and black and white copies at \$0.10 per copy. No decision of record will be signed until the invoice for balance due is paid.**

DRAWING SUBMITTAL 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 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 and any other information required for compliance with this ordinance.
- a completed and notarized Lemhi County Completion of Subdivision Requirements form with all required signatures.
- 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.

☐ **VICINTY MAP**

2- 8 ½ x 11 reproducible maps 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.

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 utility easements if necessary)

Telephone In Your Area

Date of project completion: _____

Authorized Signature: _____

Comments: Please Attach

(This signature is acknowledging that there is availability for utility easements if necessary)

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 _____, 20__, 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. All signatures must be originals no copies will be accepted*

Revised 06/18/2025