



**CERTIFICATE OF ZONING COMPLIANCE  
CHECKLIST**

**PURPOSE:** To be submitted prior to commercial or industrial building permit applications in accordance with Gem County Code 11-14-2, which is available on our website at [www.co.gem.id.us](http://www.co.gem.id.us) or in the Development Services office. **BUILDING PERMITS CANNOT BE APPLIED FOR UNTIL CERTIFICATE OF ZONING COMPLIANCE IS APPROVED.**

**FEE:** \$130.00 without prior approval of a Special Use Permit  
\$70.00 with prior approval of a Special Use Permit

**When applicable, Development Services will let you know if there will be an engineering fee associated with your site plans. If there is a fee, please contact Keller Associates at 208-288-1992 and ask for a written estimate. The engineering fee will be collected by Development Services and paid to Keller Associates.**

√	SUBMITTAL REQUIREMENT	Complete (Date)	Notes
	1. Completed and signed Administrative Review cover sheet		
	2. Fee (See above for fees)		
	3. Narrative fully describing the proposed use of the property, including the following: <ul style="list-style-type: none"> <li>• Information on any previous approvals or requirements for the requested use (i.e., applicable conditions of approval or Development Agreement)</li> </ul>		
	4. Recorded deed for the subject property (including complete legal description)		
	5. Affidavit of Legal Interest signed and notarized by the property owner		
	6. Scaled vicinity map showing the location of the subject property		
	7. Emmett Sanitation approval (call Scott Parks at 365-6103) for trash enclosure and access drive (if applicable)		
	8. 8 ½ “ X 11” copy of the recorded plat that the property lies within (if applicable)		
	9. Site Plan – 4 copies (folded to 8 ½ “ X 11” size) and drawn to a scale <b>The following items must be shown on the site plan:</b> <ul style="list-style-type: none"> <li>• Date, scale, north arrow, and project name</li> <li>• Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan</li> <li>• Parking stalls and drive aisles</li> <li>• Off street parking spaces and/or loading berths</li> <li>• Trash enclosure(s) location</li> <li>• Detail of trash enclosure (e.g. type of material, size, gates)</li> <li>• Location and specifications for underground irrigation (pressurized irrigation can only be waived if you prove no water rights exist to subject property)</li> <li>• Sidewalks or pathways (proposed and existing)</li> <li>• Location of proposed building on lot (include dimensions to property lines)</li> </ul>		

	<ul style="list-style-type: none"> <li>Fencing (proposed and existing)</li> </ul>		
	<ul style="list-style-type: none"> <li>Location of streets, alleys, and driveways</li> </ul>		
	<ul style="list-style-type: none"> <li>Proposed sewer and water facilities (if applicable)</li> </ul>		
	<ul style="list-style-type: none"> <li>Location of any easements affecting the site (e.g. utility, irrigation)</li> </ul>		
	<ul style="list-style-type: none"> <li>Calculations table including the following: <ul style="list-style-type: none"> <li>* Number of parking stalls required &amp; provided (specify handicap &amp; compact stalls)</li> <li>* Building size (sq. ft.)</li> <li>* Lot size (sq. ft.)</li> <li>* Setbacks</li> <li>* Zoning district</li> <li>* Building height(s)</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>Reduction of the site plan (8 ½ " X 11" size)</li> </ul>		
	<p><b>10. Landscape plan-</b> (3 folded copies to 8 ½ " X 11") Plan size and scale: No smaller than 1" = 50' and not to exceed 36" X 48" sheet. See <u>Ordinance 6-6-Q.4</u> for details.</p> <p><b>All landscape plans shall be prepared by a landscape architect, landscape designer or qualified nurseryman. (Per GCC 6-6-Q.5)</b></p>		
	(1 reduction of the plan 8 ½" X 11")		
	<b>The following items must be shown on the plan:</b>		
	a. Date, scale, north arrow, and title of project.		
	b. Names, addresses, and telephone numbers of the developer and the person/firm preparing the plan.		
	c. Existing boundaries, property lines, and dimensions of lot.		
	d. Relationship to adjacent properties, streets, and private lanes.		
	e. Easements and right of way lines on or adjacent to the lot.		
	f. Existing/proposed zoning of the lot, and the zoning and land use of all adjacent properties.		
	g. Locations, size, and species of all existing trees on site with trunks four inches (4"0 or greater in diameter, measured six inches (6") above the ground. Indicate whether the tree will be retained or removed.		
	h. A statement of how existing healthy trees proposed to be retained will be protected from damage during construction.		
	i. Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, storm water detention areas, signs, street furniture, and other manmade elements.		
	j. Existing and proposed contours for all areas steeper than twenty percent (20%) slope. Berms shall be shown with one-foot (1') contours.		
	k. "Sight triangles" as defined in subsection B of this section. (The area on either side of an access way at its junction with a street forming a triangle within which clear visibility of approaching vehicular or pedestrian traffic shall be maintained).		

	l. Location and labels for all proposed plants, including trees, shrubs, and ground covers.		
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	n. Planting and installation details, as necessary, to ensure conformance with all required standards.		
	o. Design drawings of all required structures for screening purposes.		
	p. Calculations of project components to demonstrate compliance with the requirements of this section, including: <ul style="list-style-type: none"> <li>• Width of street buffer, lineal feet of street frontage, and number of street trees.</li> <li>• Acreage dedicated for common open space.</li> <li>• Number of trees provided on common lot (s).</li> <li>• Mitigation for removal of existing trees.</li> </ul>		
	<b>11.</b> Stormwater – EPA Compliance (if applicable) See Gem County Ordinance 2007-21		

**THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.**



