



MASTER ADMINISTRATIVE REVIEW APPLICATION

GEM COUNTY DEVELOPMENT SERVICES DEPARTMENT

109 SOUTH MCKINLEY, EMMETT, IDAHO 83617 WWW.GEMCOUNTY.ORG PHONE: (208) 365-5144

TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY.)

- | | | |
|--------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> ALTERNATIVE COMPLIANCE (LANDSCAPE PLAN) | <input type="checkbox"/> FLOODPLAIN DEVELOPMENT PERMIT | <input type="checkbox"/> SIGN PERMIT |
| <input type="checkbox"/> CERTIFICATE OF ZONING COMPLIANCE | <input type="checkbox"/> PLAT TIME EXTENSION | <input type="checkbox"/> SUBDIVISION, FINAL |
| <input type="checkbox"/> CERTIFICATE OF ZONING COMPLIANCE
W/ PRIOR APPROVAL | <input checked="" type="checkbox"/> PRIVATE ROAD APPLICATION | <input type="checkbox"/> SUBDIVISION, MINOR |
| <input type="checkbox"/> DIRECTOR DETERMINATION | <input type="checkbox"/> PROPERTY BOUNDARY ADJUSTMENT | <input type="checkbox"/> TEMPORARY HARDSHIP PERMIT |
| <input type="checkbox"/> DESIGN REVIEW ADMINISTRATOR APPROVAL | <input type="checkbox"/> SECONDARY DWELLING SITE PLAN | <input type="checkbox"/> TEMPORARY USE PERMIT |

PROJECT NAME: _____

SITE INFORMATION:

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: _____ Section: _____ Township: _____ Range: _____ Total Acres: _____

Subdivision Name (if applicable): _____

Lot: _____ Block: _____

Site Address: _____ City: _____

Tax Parcel Number(s): _____ Current Zoning: _____ Current Land Use: _____

PROPERTY OWNER:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

I consent to this application and allow Development Services staff to enter the property for site inspections related to this application.

I certify that the information in this application is correct to the best of my knowledge.

Signature: (Owner)

Date

Signature: (Applicant)

Date

OFFICE USE ONLY

File No.:

Received By:

Date:

Fee:

Receipt No:



GEM COUNTY DEVELOPMENT SERVICES

109 S. MCKINLEY AVE.
EMMETT, IDAHO 83617
(208) 365-5144
WWW.GEMCOUNTY.ORG

PRIVATE ROAD APPLICATION

To be submitted with application:

Proposed Lane Name (Must end with "Lane" and not greater than 13 letters)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

General Information:

Proposed length of the road? _____ Will it be paved? _____

How many properties access the private lane? _____

Signatures of existing property owners served by the private road.

Name (Please print)	Current Address	Choice preference in order (Ex. 2,1,3)	Signature

*Use additional sheet of paper if more signatures are needed.

TYPE A (Existing)

- Site Plan showing the full length of the road, all structures, and all property lines
- Metes and bounds legal description of the proposed road and easement
- Maintenance agreement or user's association document signed by all owners to be served by the road
- Warranty deed (with tax parcel number attached) for each property owner accessing the private lane
- Fee: \$150.00

TYPE B

- Site Plan showing the full length of the road, all structures, and all property lines
- Metes and bounds legal description of the proposed road and easement
- Drive-way permit for the private road accessing the county road or state highway
- Maintenance agreement or user's association document signed by all owners to be served by the road (must be recorded after approval)
- Survey of proposed private road
- Warranty deed (with tax parcel number attached) for each property owner accessing the private lane
- Fee: \$150.00

Site Information:

Township _____ Range _____ Section _____

Describe the general location, _____
such as nearest cross-streets: _____

.....
STAFF USE ONLY
.....

CORRECTIONS NECESSARY PRIOR TO APPROVAL _____

DATE OF INSPECTION: _____ *INSPECTED BY:* _____

TYPE 'A' ROAD AFFIDAVIT

PRESENTED TO GEM COUNTY

Gem County Ordinance sets minimum standards for developers creating private roads to access development properties. By signing the statements below you are acknowledging full responsibility for the road you create for access to current and future parcels.

The following statements are true and accurate:

1. The private road width is as required by current Gem County Zoning Ordinance.
2. Turnouts and/or turnarounds are in place meeting or exceeding fire district standards.
3. As the property developer, I am responsible for creating a road maintenance agreement. I understand that the County does not accept any responsibility for maintenance or repairs of a private road.

Signature of property developer

STATE OF IDAHO }
 } SS:
COUNTY OF }

On this _____ day of _____, _____ before me, the undersigned notary public in and for said State, personally appeared

Or identified to me to be the person(s) whose name(s) is/are subscribed to the within and foregoing instrument, and acknowledged to me that __he__ executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year this Statement first above written.

IDAHO

(SEAL)

NOTARY PUBLIC IN AND FOR THE STATE OF

Residing at _____, Idaho
Commission expires _____

TYPE 'B' ROAD AFFIDAVIT

PRESENTED TO GEM COUNTY

Gem County Ordinance sets minimum standards for developers creating private roads to access development properties. By signing the statements below you are acknowledging full responsibility for the road you create for access to current and future parcels.

The following statements are true and accurate:

1. The private road width is as required by current Gem County Zoning Ordinance.
2. The private road construction meets I.S.P.W.C. standards of Division 200 and 800 and a letter is provided by a licensed engineer stating that the road meets the I.S.P.W.C standards.
3. Turnouts and/or turnarounds are in place meeting or exceeding fire district standards.
4. As the property developer, I am responsible for creating and recording a road maintenance agreement. I understand that the County does not accept any responsibility for maintenance or repairs of a private road.
5. A survey of the proposed private road is attached.

Signature of property developer

STATE OF IDAHO }
 } SS:
COUNTY OF }

On this _____ day of _____, _____ before me, the undersigned notary public in and for said State, personally appeared _____ Or identified to me to be the person(s) whose name(s) is/are subscribed to the within and foregoing instrument, and acknowledged to me that he executed the same. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year this Statement first above written.

NOTARY PUBLIC IN AND FOR THE STATE OF IDAHO

(SEAL)

Residing at _____, Idaho
Commission expires _____

Private Roads

(Per Gem County Code 11-6-3.J)

General Provisions:

- a) A private road name application must be submitted to the County for the appropriate type of private road listed below.
- b) The applicant must provide a maintenance agreement or user's association document signed by all owners to be served by that road with the application that clearly demonstrates the private road will be adequately maintained from the public road to all proposed lots to be served; and/or
- c) The private road may serve no more than ten (10) building parcels and /or lots;
- d) Private roads on properties inside an area of city impact shall be constructed to the City's public road standard for an urban local road and serves development with a maximum density of three (3) dwelling units per acre;
- e) The private road shall connect directly to an existing public road;
- f) No new private road or extension of any existing private road shall alter the alignment of any portion of said road more than forty five degrees;
- g) Private roads may not have more than a seven (7) percent grade without special approval of the appropriate fire district.

Type A Existing Private Road: Not dedicated nor intended for public use, privately maintained, serving more than two (2) but not more than ten (10) building parcels and/or lots.

- 1) Intent: It is intended for the Type A road to apply to an existing private road.
- 2) Regulations:
 - Must have a recorded, permanent perpetual easement
 - Must have a minimum twenty four foot (24') all weather driving surface
 - Must be constructed with turnaround acceptable to the local Fire Department when longer than one hundred fifty feet (150')
 - All access roads and/or drives and turnarounds must be kept clear at all times.
 - Per Gem County Code 11-6-3.B, access to a parcel of land to be used as a building site that does not have contiguous road frontage shall be a minimum forty foot (40') wide recorded easement, right of way or deeded strip of land.

Type B Private Road: Not dedicated, intended for public use, privately maintained, partially constructed to Gem County Road Department standard, serving more than two (2) but not more than ten (10) building parcels and/or lots.

1) Intent: It is intended for the Type B road to apply to a new private road. An existing private road will be considered a Type A road.

2) Regulations:

- Must have a record of survey.
- Must have a recorded, permanent perpetual easement and permanent road users association or maintenance agreement.
- Must be constructed to Idaho Standards for Public Works Construction (ISPWC) gravel access road with twelve inch (12") aggregate base course (pit run) and three inch (3") road mix crushed aggregate base or leveling course, with a twenty four foot (24') wide driving surface, and must provide compaction test documentation to the County at the property owner's expense.
- Must be constructed with turnaround, where required, of minimum radius of fifty feet (50').
- All access roads and/or drives and turnarounds must be kept clear at all times.
- A developer that intends to divide a parcel into two (2) or more parcels that abut a development that is currently served by a Type A road shall construct a Type B road in their parcel and upgrade the current Type A road to a Type B road, and provide a recorded users association and/or road maintenance agreement for all parcels involved on the Type B road.
- Per Gem County Code 11-6-3.B, access to a parcel of land to be used as a building site that does not have contiguous road frontage shall be a minimum forty foot (40') wide recorded easement, right of way or deeded strip of land.

Standards for Private Road Signs in Gem County

Road Sign Standards

All primary letters, numbers, and symbols shall be a minimum of four inches (4") in height, with a one-half inch (1/2") stroke, and shall be reflectorized and contrasting with the background color of the sign in accordance with the "Manual of Uniform Traffic Control Devices (MUTCD)" Private road signs shall be blue with white letters.

Stop Sign Standards

Stop sign shall be a R1-1, 30"x30" in size, with white lettering on red backing, and be High Intensity Prismatic reflective material.

Installation Standards

Sign visibility requirements as noted in the MUTCD are set at a height of five feet (5') minimum in rural areas about the road surface.

Road signs shall be installed on either a treated four inch by four inch (4"x 4") or metal two inch by two inch (2"x 2") post, twelve feet (12') in length, with three and one-half feet (3.5') buried in the ground.

The road signs shall be bolted directly to the post, utilizing a bracket that will allow the sign to be seen from two (2) sides.

Road signs may be mounted on the stop sign post with an approved bracket.

Road signs shall be set a minimum of six feet (6') from the road edge.

