



GEM COUNTY DEVELOPMENT SERVICES DEPARTMENT
109 S. MCKINLEY AVENUE EMMETT, IDAHO 83617
OFFICE OF THE ADMINISTRATOR
PLANNING & ZONING

FAX (208) 365-2499

PHONE (208) 365-5144

WEB PAGE www.co.gem.id.us

SHADOW BUTTE INDUSTRIAL PARK DEVELOPMENT APPLICATION PACKET



PACKET CONTENTS:

- Architectural Control Committee
 - Design Guidelines
 - BP Application Process
- Construction Drawing Review Process
- Certificate of Zoning Compliance Application
- Commercial Building Permit Application
 - Public Agency Contacts



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Architectural Control Committee Review

Per Article 9 of the *Master Declaration of Covenants, Conditions, Easements and Restrictions*, the Shadow Butte Industrial Park has established an Architectural Control Committee (ACC). This Committee is comprised of 3 to 5 members and reviews the proposed building elevation and site plan for compliance with the Shadow Butte Industrial Park design guidelines.

ACC approval must be obtained prior to submitting for a building permit. The ACC strives to meet no later than 10 working days after receipt of the building elevations and site plan. The applicant or your architect, engineer or other design professional should be present at the ACC meeting. There is no fee for the ACC review and approval.

Submittals:

- 1 full-size, scaled hard copy of building elevations
- 1 digital copy of building elevations
- 1 full-size, scaled hard copy of the site plan
- 1 digital copy of the site plan

Submit the above items to the Development Services Department located at 109 S. McKinley Ave., Emmett, ID 83617.



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Shadow Butte Industrial Park **Design Guidelines**

Per Section 9.5 of the *Master Declaration of Covenants, Conditions, Easements, and Restrictions* for Shadow Butte Industrial Park – Phase I, the Architectural Control Committee (ACC) adopts the following Design Guidelines:

1. Grading

- A. No soil excavated or dug dirt or topsoil on the Shadow Butte Industrial Park premises shall be removed from the area of the Shadow Butte Industrial Park and if the owner of any lot has any excess of such soil excavated during construction, it shall be deposited at such location within the Shadow Butte Industrial Park as designated by the owner's association. However, the owner of the lot from which such soil is removed shall not be responsible for the leveling thereof on any area so designated for depositing the excess soil.
- B. Plans must include a grading plan that demonstrates to the ACC or its engineer that storm water runoff will be contained on-site.

2. Development Standards

- A. Buildings: All facades oriented to and visible from public streets shall be constructed of bricks, stones, architectural concrete panels, architectural metals, architectural woods and/or glass. Unfaced concrete block, structural concrete, galvanized metal siding, and the like are not allowed on such facade areas.
- B. All elevations of the building shall be designed in a consistent architectural manner.
- C. All electrical and air conditioning structures, including towers and air handling units, regardless of location and whether on the roof or otherwise, if visible from the street, shall be concealed by landscaping or by decorative screening materials which form an integral part of the design as determined by the ACC.

3. Parking

- A. All present and future vehicular parking (storage), including truck and trailer storage, employee and visitor parking shall be provided on the premises and shall comply with all the provisions of the applicable Gem County Zoning regulations.

- B. Sufficient off-street parking shall be provided and planned for the businesses employees, customers, and visitors.
1. A minimum parking ratio of two (2) spaces for each three (3) employees shall be required on the maximum employment labor shift of the grantee.
 2. The total parking area space shall be a minimum of nine (9) feet by twenty (20) feet (180 sq. ft.) per car.
 3. Lots bounded by more than one (1) street may have parking areas within the building setback lines along roads other than the one (1) on which the building fronts, subject to approval of the ACC.
 4. All parking areas and drives located to the sides, rear, and front of any building shall be improved with concrete, asphalt, or equivalent within twelve (12) months from time of occupancy of the building improvement constructed on the site. Parking areas in the Shadow Butte Industrial Park shall be maintained in a dust-free manner and must be properly drained. Seal coating, chip and tar, and other low cost methods of obtaining a hard surface may be used if in compliance with the Gem County street standards.

4. Signs

- A. A scale drawing of any sign, trademark, or advertising device to be used on any lot or exterior of any building or structure shall be submitted to the ACC for approval.
- B. Building signs within the Shadow Butte Industrial Park shall comply with the Gem County Sign Ordinance in effect on the date a sign is installed.
- C. Billboards are not permitted.
- D. Free standing signs shall not be permitted between Highway 52 and buildings.
- E. Free standing signs shall be limited to monument type signs as follows:
 1. A maximum of six feet in height.
 2. Fifty square feet in size with proportions appropriate to location installed.
 3. Located outside of sight triangle as specified in the Gem County Landscape ordinance

5. Landscaping/Fencing

- A. The entire area of any property fronting on the State Highway 52 shall be densely landscaped with a combination of landscape plantings and berming to create an effective visual screen on all use areas with the exception of the building façade as approved by the association.
- B. Side and rear yard setback areas not used for parking or storage shall be covered by gravel and/or shrubs and trees.
- C. Areas used for parking shall be landscaped and/or fenced in accordance with the Gem County Landscape Ordinance.
- D. Undeveloped areas proposed for future expansion shall be maintained in a weed-free condition, as required by Gem County code.

6. Outdoor Storage

- A. Outside storage of any kind shall not be permitted unless such storage material is visually screened from all access streets, State Highway 52, and adjacent properties with a suitable fence at least six feet (6;) in height. Said screening shall form an opaque screen up to a point six feet (6') or higher. Screening of at least 80% obscuration will be considered opaque.
- B. All areas used for temporary holding of waste materials or refuse, on the exterior of buildings, must be approved by the ACC.
- C. Storage of fuel, oil, or other bulk fluids shall be regulated by the Fire District.
- D. Fences, walls, or hedges that restrict visibility may not exceed forward of building setback lines.

7. Street Number Marking

- A. All buildings in the Shadow Butte Industrial Park must have their street number displayed in a clearly visible and lighted area on the side of the building facing the street on which they are addressed. This will allow the building to be quickly located in the case of an emergency.

8. Refuse Collection Areas

- A. All outdoor refuse collection areas shall be visually screened from access streets, State Highway 52, and adjacent properties by an opaque screen. No refuse collection areas shall be permitted between a frontage street, or public street, or highway and the building line.
- B. Rubbish shall not be burned on the premises within the Shadow Butte Industrial Park except in an incinerator especially constructed and designated for this operation and approved by the ACC.



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SHADOW BUTTE INDUSTRIAL PARK **BUILDING PERMIT APPLICATION PROCEDURES**

After the ACC review meeting is held and their approval is given, the following steps will need to be followed for all new construction within the Shadow Butte Industrial Park:

1. **Zoning Certificate:** Submit completed application for a Certificate of Zoning Compliance (\$130.00 fee to Gem County and \$1,800.00 deposit to Keller Associates) along with 5 sets of Construction Drawings (CD), including utility hook-ups, to Gem County Development Services. One CD set will be delivered to the City of Emmett Public Works Department for their review and approval since the City provides sewer and water utilities. The Zoning Certificate must be approved prior to approval of any building permit application (although the applications can be submitted together). A copy of the application is in this packet and is also available on the Development Services Department web site.
2. **Building Permit:** Submit 4 copies of the building plans, including sewer and water service line locations. **Please make sure the building elevations and site plan reflect any modifications requested by the ACC.** Gem County Fire District #1, County Engineer and Emmett Public Works Department approvals are required before issuance of a building permit. A copy of the application is in this packet and is also available on the Development Services Department web site.
3. **Utility Hook-Up Fees:** Wastewater and domestic water utility services within the Shadow Butte Industrial Park are provided by the City of Emmett. It is the applicant's responsibility to pay all applicable City of Emmett utility hook-up fees. This is done through the City Clerk's office located in City Hall at 501 E. Main Street, Emmett. A receipt proving those fees have been paid in full is required to be submitted at the time of application for the building permit.
4. **Utility Service Account:** The applicant is responsible to pay for and set-up the utility service account. New accounts have a \$70.00 fee with the application. This is done through the City Clerk's office located in City Hall. An over-the-counter application must be filled out by the property owner and a copy of their driver's license is required. A receipt proving those fees have been paid in full is required to be submitted at the time of application for the building permit.



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Shadow Butte Industrial Park Construction Drawing Review Procedures* *(*for new construction)*

City of Emmett Review

1. After ACC approval, the civil Construction Drawings will be submitted directly to the Emmett Public Works Department and City Engineer for their review and approval.
2. City will perform all sewer and water reviews and inspections and coordinate all redline comments directly with the applicant.
3. City will assess and collect all utility hook-up fees directly with the applicant, in compliance with the Shadow Butte Industrial Park Utility Agreement.
4. City will issue a final approval letter for sewer and water drawings. Applicant is responsible to submit the letter with the building permit application.

Gem County Review

1. After ACC approval, the applicant will submit a full set of construction drawings to Development Services Department (DSD), including grading, drainage, utility, irrigation, parking and landscaping, for our review and County Engineer review.
2. County Engineer will perform all engineering reviews and inspections except for sanitary sewer and domestic water and will coordinate all redline comments directly with the applicant. Unless site conditions warrant otherwise, the site inspection will occur after construction is complete, including percolation tests in key stormwater retention area. Except for unusual circumstances, the County will not require the engineer to perform site inspections during construction. The building inspector will conduct inspections during construction.
3. County Engineer will issue a final approval letter for the grading, drainage and utility plans (except sewer and water) to the applicant. The applicant is responsible to submit the letter with the building permit application.

Other Items

1. Site Plan Review – County Engineer will review plans in conformance to DEQ and EPA standards and engineering standards of care that protects the public health and safety.
2. Shadow Butte Industrial Park Design Guidelines. In general, the County Engineer will review grading, drainage, and any other items specifically requested by the County. DSD will review development standards, parking, signs, landscaping/fencing, outdoor storage, street number marking and refuse collection areas.



MASTER ADMINISTRATIVE REVIEW APPLICATION

GEM COUNTY DEVELOPMENT SERVICES DEPARTMENT

109 South McKinley, Emmett, Idaho 83617 www.co.gem.id.us phone: (208) 365-5144 fax: (208) 365-2499

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

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

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

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

NOTE: THIS APPLICATION MUST BE SUBMITTED WITH THE APPLICABLE CHECKLIST (S).

OFFICE USE ONLY

File No.:	Received By:	Date:	Fee:	Receipt No.:
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SBIP CERTIFICATE OF ZONING COMPLIANCE CHECKLIST
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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 or in the Development Services office. **BUILDING PERMITS CANNOT BE APPLIED FOR UNTIL CERTIFICATE OF ZONING COMPLIANCE IS APPROVED.**

FEE: \$130.00 (MAKE CHECK PAYABLE TO GEM COUNTY)

COUNTY ENGINEER DEPOSIT: \$1,800.00 (MAKE CHECK PAYABLE 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"> • Information on any previous approvals or requirements for the requested use (i.e., applicable conditions of approval or Development Agreement) 		
	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 The following items must be shown on the site plan:		
	<ul style="list-style-type: none"> • Date, scale, north arrow, and project name 		
	<ul style="list-style-type: none"> • Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan 		
	<ul style="list-style-type: none"> • Parking stalls and drive aisles 		
	<ul style="list-style-type: none"> • Off street parking spaces and/or loading berths 		
	<ul style="list-style-type: none"> • Trash enclosure(s) location 		
	<ul style="list-style-type: none"> • Detail of trash enclosure (e.g. type of material, size, gates) 		
	<ul style="list-style-type: none"> • Location and specifications for underground irrigation (pressurized irrigation can only be waived if you prove no water rights exist to subject property) 		
	<ul style="list-style-type: none"> • Sidewalks or pathways (proposed and existing) 		
	<ul style="list-style-type: none"> • Location of proposed building on lot (include dimensions to property lines) 		
	<ul style="list-style-type: none"> • Fencing (proposed and existing) 		
	<ul style="list-style-type: none"> • Location of streets, alleys, and driveways 		

	<ul style="list-style-type: none"> Proposed sewer and water facilities (if applicable) 		
	<ul style="list-style-type: none"> Location of any easements affecting the site (e.g. utility, irrigation) 		
	<ul style="list-style-type: none"> Calculations table including the following: <ul style="list-style-type: none"> * Number of parking stalls required & provided (specify handicap & compact stalls) * Building size (sq. ft.) * Lot size (sq. ft.) * Setbacks * Zoning district * Building height(s) 		
	<ul style="list-style-type: none"> Reduction of the site plan (8 ½" X 11" size) 		
	<p>10. Landscape plan- (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. All landscape plans shall be prepared by a landscape architect, landscape designer or qualified nurseryman. (Per GCC 6-6-Q.5)</p>		
	(1 reduction of the plan 8 ½" X 11")		
	The following items must be shown on the plan:		
	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" 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.		
	m. Location and labels for all proposed plants, including trees, shrubs, and ground covers.		
	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>p. Calculations of project components to demonstrate compliance with the requirements of this section, including:</p> <ul style="list-style-type: none"> • Width of street buffer, lineal feet of street frontage, and number of street trees. • Acreage dedicated for common open space. • Number of trees provided on common lot (s). • Mitigation for removal of existing trees. 		
	11. 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.

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COMMERCIAL BUILDING PERMIT APPLICATION

GEM COUNTY

109 S MCKINLEY AVENUE, EMMETT, ID 83617
Phone – (208)365-5144, Fax – (208)365-2499

- TYPE OF PERMIT:
- New Construction
 - Addition
 - Remodel
 - Repair
 - Tenant Improvement
 - New Accessory structure

Gem County has adopted the 2012 versions of the International Building Code (I.B.C.), International Energy Conservation Code (I.E.C.C.) and the International Fire Code (I.F.C.), as adopted by the State of Idaho. The Building Department will be conducting plan review based on these codes and any applicable codes of Gem County. All digging in the public right-of-way will include a separate application and permit from the Road and Bridge Department or the Idaho Transportation Department.

DESIGN CRITERIA:
Seismic Zone: C
Wind Loading: 90 mph
Ground Snow Load: 30-100 lbs/sf.
Frost Depth: 24 inches
Landscaping: County Code 11-6-6

Project/Business Name: _____ Contact Name: _____

Project Address: _____ Emmett, ID 83617 Phone: _____

Legal Description: Lot _____, Block _____, Subdivision _____

Property Owner's Name _____ Phone # _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Other Phone: _____ Email: _____

Contractor: _____ Registration#: _____ Contact Name: _____

Address _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Other Phone: _____ Email: _____

Architect/Designer: _____ Contact Name: _____

Address _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Other Phone: _____ Email: _____

Engineer: _____ Contact Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Other Phone: _____ Email: _____

OCCUPANCY GROUP (S): (mixed occupancy; check all that apply)

- A-1, A-2, A-3, A-4
- B
- E
- F-1, F-2
- H-1, H-2, H-3, H-4, H-5
- I-1, I-2, I-3, I-4
- M
- R-1, R-2, R-3, R-4
- S-1, S-2
- U

MIXED USE OCCUPANCY:
 Separated, Non-Separated

CONSTRUCTION TYPE: (as outlined in IBC chapter 6)

- Type I-A
 - Type 1-B
 - Type II-A
 - Type II-B
 - Type III-A
 - Type III-B
 - Type IV
 - Type V-A
 - Type V-B
 - Floodplain?
Yes No
- If "Yes" attach an Elevation Certificate

USE ZONE:

- A-1
- A-2
- A-3
- R-2
- R-3
- C-1
- C-2
- M-1
- M-2
- P
- SBIP
- MX

FIRE PROTECTION SYSTEMS: (IFC 2012)

Sprinkler System: Yes, No
 Full Building Partial Building
 Detection & Notification: Yes, No
 Minimum fire Flow: _____ gpm

ADDITIONAL PROJECT INFORMATION:

Is there a change in Occupancy: Yes, No
 Previous Occupancy Group(s): _____
 Building Height: _____ No. Stories: _____
 Total Existing Building Area: _____ sf.
 Tenant Improvement Area: _____ sf.
 Actual New Building Area: _____ sf.
 Total Building Area: _____ sf.
 No. Off-Street Parking Spaces _____

I hereby certify that I have read and examined this document and know the same to be true and correct. I have included four (4) sets of engineered construction drawings with this application. I understand that this permit will become null and void if not picked up within 180 days of approval; if construction is not started within 180 days of issuance; 180 days following the last inspection date. A partial, non-refundable, prepayment plans review fee will be required with submission of this application with the balance due upon issuance of the permit. All current County Service Charges must be paid prior to issuance of the Certificate of Occupancy.

Owner or Owner's Authorized Agent: _____ Date: _____



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Public Agency Contacts for Shadow Butte Industrial Park

- Planning Director - Brad Clark, bclark@co.gem.id.us, 208-365-5144
- Building Official – Brian Sullivan, bsullivan@cityofemmett.org, 208-365-5144 or 208-365-6050
- Gem County Road and Bridge Department – Neal Capps, ncapps@co.gem.id.us, 208-365-3305
- Keller Associates (County Engineer) – Justin Walker, jwalker@kellerassociates.com, 208-288-1992
- City of Emmett Public Works Department – Bruce Evans, bevans@cityofemmett.org, & Clint Seamons, cseamons@cityofemmett.org, 208-365-9569
- Gem County Fire District #1- Rick Welch, gfdistrict1@qwestoffice.net, 208-859-4775
- Idaho Division of Building Safety (electrical, plumbing, HVAC permits) – dbs.idaho.gov or 208-334-3950
- Shadow Butte Development Corporation (utility hook-up fees) – John Evans, john@johnnevans.cc, 208-365-4495

