

PRIVATE ROAD/SHARED DRIVEWAY CONSTRUCTION CHECKLIST

CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT

111 North 11th Avenue, #310, Caldwell, ID 83605

zoninginfo@canyoncounty.id.gov - Phone: 208-402-4164



An application is required per CCCO §07-10-03 for the construction of driveways serving two inhabited structures or properties and all private roads. The construction shall be completed prior to building permit

SELECT APPLICATION TYPE: ☐ Driveway (Serving two properties/inhabited structures) ☐ Private Road

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS CHECKLIST PURSUANT TO CCCO §07-10-03:

☐	Master Application (completed and signed)
☐	Site Plan: A dimensioned sketch or survey of the affected properties showing the location, configuration, and length of the driveway or private road clearly highlighted, including the area of any existing structures, easements, and utilities.
☐	Draft or Recorded Road User's Maintenance Agreement (<i>Only applicable if shared by more than one property owner, per CCCO §07-10-03(1)4 & (2)4</i>).
☐	Fire District Written Approval (<i>Only applicable if 150' or longer per CCCO §07-10-03(1)3 & (2)3</i>).
☐	Highway District/ITD Access Approach Approval per CCCO §07-10-03(1)3 & (2)3.
☐	Approved private road name per Chapter 6, Article 5 of the Canyon County Code of Ordinances (CCCO). <ul style="list-style-type: none">• <u>Only applicable</u> if serving more than two inhabited structures. <i>See Additional Permits below.</i>
☐	Deed or evidence of property interest to the subject property.
☐	\$100 Non-refundable fee.

ADDITIONAL PERMITS:

- **Easement Reduction CCCO §07-10-03(5):** The frontage width requirement may be reduced to a width not less than fifty feet (50') in accordance with part (5) of this section. The easement width minimum may be reduced to a width not less than twenty-eight feet (28') in accordance with part (5) of this section.
- **Private Road Name CCCO §06-05-13:** A private road name is required to be established when an access serves more than two inhabited structures.

APPLICATION PROCESS:

1. SUBMIT APPLICATION & FEES TO THE DEVELOPMENT SERVICES DEPARTMENT (DSD).
 - a. An incomplete submittal will not be accepted.
2. REVIEW
 - a. DSD Planning & GIS/Addressing will review the application packet for code consistency.
3. DECISION
 - a. If found consistent, a pre-approval will be granted subject to construction conditions being met. Final approval will only be granted once evidence is provided that all conditions are met. Final approval must be granted before any associated building permit can be issued.

MASTER APPLICATION

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PROPERTY OWNER	OWNER NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. If owner(s) are a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign.

Signature: _____ Date: _____

APPLICANT (IF DIFFERENT THAN OWNER)	CONTACT NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE: EMAIL:

SITE INFO	STREET ADDRESS:
	PARCEL #: LOT SIZE/AREA:
	LOT: BLOCK: SUBDIVISION:
	QUARTER: SECTION: TOWNSHIP: RANGE:
	CURRENT ZONING: FLOODZONE (YES/NO):

HEARING LEVEL APPS	☐ CONDITIONAL USE ☐ COMP PLAN AMENDMENT ☐ CONDITIONAL REZONE
	☐ ZONING AMENDMENT (REZONE) ☐ DEV. AGREEMENT MODIFICATION ☐ VARIANCE > 33%
	☐ MINOR REPLAT ☐ VACATION ☐ APPEAL
	☐ SHORT PLAT SUBDIVISION ☐ PRELIMINARY PLAT SUBDIVISION ☐ FINAL PLAT SUBDIVISION
	☐ AG PROTECTION AREA ☐ ROAD NAME CHANGE

DIRECTORS DECISION APPS	☐ ADMINISTRATIVE LAND DIVISION ☐ EASEMENT REDUCTION ☐ SIGN PERMIT
	☐ PROPERTY BOUNDARY ADJUSTMENT ☐ HOME BUSINESS ☐ VARIANCE 33% >
	☐ PRIVATE ROAD/DRIVEWAY CONST. ☐ TEMPORARY USE ☐ DAY CARE
	☐ OTHER _____ ☐ EASEMENT REDUCTION ☐ (N) ROAD NAME

CASE NUMBER:	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH