



BLAINE COUNTY PLANNING/ZONING/BUILDING DEPARTMENT

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www.blainecounty.org

Pre-Building Permit Zoning Review

In addition to you understanding our process, it is essential that we understand your project. In an effort to identify County code compliance issues and educate property owners, we are requesting that applicants answer the following questions prior to submitting their building permit applications to the best of their ability. If your property requires any special considerations, you can expect a longer Building Permit review and you may be required to provide us with additional information, some of which may require hiring licensed professionals. Some responses may require additional information and/or a meeting with our staff about your project. We are here to assist you, please contact us with any questions.

Property Owner(s): _____

Agent or Owner’s Representative(s): _____

Contact name and phone number: _____

Please answer the following pertaining to the property on which the building project is proposed:

RP Number: _____

Property Address: _____

Legal Description: _____

Subdivision Name (if applicable): _____

If your property is in a platted subdivision:

- Does your property have a platted building envelope? **YES or NO***
- Are there any plat notes recorded with the subdivision that will effect your project? **YES* or NO**

*If your property is not in a platted subdivision, has this office provided a “parcel determination” to confirm that the parcel is a Lot of Record? **YES or NO****

- *If yes*, please provide a copy of the written response with your BP application.
- *If no*, please see “Parcel Determination Information Sheet”

Zoning District: _____

(Once you’ve determined your district, see www.blainecounty.org /choose Blaine County Code option, to locate your specific zoning district criteria in the Blaine County Code; Title 9; chapters 4 – 16. *For assistance, please contact our office*)

- Have the setbacks been met for your zoning district? **YES or NO*** (These are found in the “dimensional standards” of the zoning district):
 - Building setbacks from the property line: front: _____ side: _____ rear: _____
(Please be aware, some subdivision plats require more restrictive setbacks than typical zoning requirements.)
 - Overall Building Height as measured from natural grade: _____ (Overall Building Height is defined as “The vertical distance measured from the highest point of the roof directly to natural grade.... Buildings located within the floodplain shall be measured from the Intermediate Regional Flood elevation where base flood elevations are available.” A sloped site may require a topographic survey to assist this determination.)
- What is the proposed use? _____
(Proposed use: If the use is conditionally allowed, the proposal will require a Conditional Use Permit prior to applying for a building permit.)
 - Is the use considered “permitted”, “accessory”* or “conditional”*? _____
 - Do the *existing* structures or uses conform to the zoning district? **YES or NO***
 - **if NO**, when were they built or commenced at the site? _____
 - If an Accessory Dwelling Unit is proposed, does it meet the definition and criteria of the ordinance? (§ 9-2-1 and § 9-3-11) **YES or NO***
 - If your project proposes more than one kitchen, this office may have to consider it an Accessory Dwelling Unit and if conditionally allowed, will require a conditional use permit.

Floodplain Management District: *Please answer yes, no or uncertain*

On your property:

Is there a natural watercourse? **YES* or NO or UNCERTAIN***

Is there any Floodplain? **YES* or NO or UNCERTAIN***

Is there any Riparian area? **YES* or NO or UNCERTAIN***

Overlay Districts:

Does your property fall within any of Blaine County’s Overlay Districts? *Please answer yes, no or uncertain.*

Wetlands? Per National Wetlands Inventory: **YES* or NO or UNCERTAIN***

Wildlife? Per ARCIMS County map: **YES* or NO or UNCERTAIN***

Mountain? (MOD) per Blaine County Mountain Overlay District map: **YES* or NO or UNCERTAIN***

Scenic Highway? (SHO) located within 100’ of State Highway 75: **YES* or NO or UNCERTAIN***

Avalanche? per a licensed Professional or ARCIMS County map: **YES* or NO or UNCERTAIN***

Have you reviewed your subdivisions CC&R’s and/or received approval from your Home Owners Association? **YES or NO or N/A**

Please indicate any other information that may assist us in providing you a zoning review of your project:

We will be contacting you as soon as possible to coordinate a meeting with zoning staff if applicable. At this meeting, two sets of the following (to scale) drawings will be required:

Site plan(s) illustrating all relevant information, including but not limited to: proposed locations of well, septic equipment and drainfields; building envelopes; existing and proposed structures and improvements; relevant environmentally sensitive areas (as noted by the list above); setbacks and distances between structures and to property lines; floodplain/floodway information; site-specific avalanche high and low hazard areas, etc.;

Floor plans of any structures existing and proposed for the site, with all proposed and existing uses delineated. (changes in use or layout may require a re-review.)

Elevations of the proposed structures with overall building heights indicated from natural grade.

Surveys, topographic maps, or other relevant information as suggested by the above.

Important: Discrepancies between the Pre-Reviewed documentation and the submittal provided for Building Permit may delay the processing of the building permit application for the project. Changes to the Zoning Ordinance in the interim period will require compliance with the regulations at the time of submission of the building permit application.

Applicant/Agent Signature

date

Pre-Building permit Zoning review comments:

Zoning Reviewer signature

date

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