
BLAINE COUNTY, ID LAND USE & BUILDING SERVICES

Here's What You Need to Know About the Zoning

Review of your Building Permit Application...

WHAT DOES THE ZONING REVIEW OF A BUILDING PERMIT APPLICATION INVOLVE?

All building permits receive zoning review as part of the building permit process. The purpose of the zoning review is to determine if the development proposal complies with the zoning requirements contained in Title 9, Blaine County Code. If the property is located within a subdivision, compliance to the subdivision plat and plat notes will also be determined.

During the zoning review process, the Planning Staff member will determine whether:

1. The property is a valid "lot of record" as defined in the zoning regulations. A lot of record is either a lot which is part of a recorded subdivision or a lot or parcel described by metes and bounds, the description of which has been recorded prior to April 7, 1977. This is the effective date of the zoning regulations. If the development involves an unplatted parcel, it is recommended that you contact the Land Use Department and request a parcel determination *early in your planning process*. Please review the Parcel Determination information sheet, which will describe deeds and other information to assist in the determination.
2. The proposed use is allowed as a permitted, accessory or conditional use in the designated zoning district, such as a single family residence in a residential zone.
3. The project meets the minimum building setback requirements or is located within a platted building envelope on a subdivision lot. Building setbacks are measured from the property line to the foundation wall.
4. The building height is within the maximum allowed, typically thirty five feet (35') as measured from existing natural grade to the highest portion of the structure for residential structures. Surveys may be required to establish natural grade.
5. The subject property is located in an environmentally sensitive area such as floodplain, wetlands, avalanche or hillside. If so, additional information will likely be necessary and a special use permit

issued by the Planning and Zoning Commission may be required prior to obtaining a building permit. Special use permits and variance applications typically take a minimum of 6 weeks to process. It may take longer depending upon the time of year, proposed use and backlog of other applications awaiting public hearing.

6. The project is in compliance with the subdivision plat and plat notes. If there is an active Homeowners Association, you may be requested to provide written approval with your building permit application, to expedite the review.
7. The conditions of approval attached to special zoning permits such as conditional use and variances have been satisfied.

Once it has been determined that the development proposal complies with applicable zoning regulations, the plans will then be referred to Building Services for structural review and issuance of the building permit as appropriate. If the development proposal does not comply with one or more of the zoning requirements, you will be advised as to what steps can be taken to bring the project into compliance.

HOW CAN I EXPEDITE MY PROJECT THROUGH THE ZONING REVIEW PROCESS?

PLAN AHEAD. Find out what the zoning requirements are, *ideally before you begin designing your project.* A copy of the zoning regulations are available for review or purchase in the Land Use Office, located on the top floor of the County Annex Building, or you can obtain a copy of pertinent sections by calling the Land Use Office at 788-5570. Subdivision plats can be reviewed in the Assessor's Office. Frequently, a copy of the plat (and subdivision covenants, conditions and restrictions) is included in the closing papers when property is purchased.

When you get ready to submit your plans to the Building Department, *be sure to include all of the necessary information.* This will help the Land Use and Building Services Departments to help you and other property owners more quickly, efficiently and effectively!

WHAT INFORMATION DO I NEED TO PROVIDE WITH MY BUILDING PERMIT APPLICATION FOR USE IN THE ZONING REVIEW?

A checklist which includes a comprehensive list of information needed to apply for a building permit is attached to the building permit application form. Below is a summary of the required information that pertains to the zoning review:

- ⇒ An accurate site plan drawn to scale showing: 1)property lines, 2)north arrow, 3)location of platted building envelope, 4)footprint and description of existing and proposed structures, easements and building setbacks;
- ⇒ Location of septic drain field and well;
- ⇒ Location of any stream or waterway, ordinary high water mark, floodplain boundary, riparian setback district, wetland areas, toe of hillside slope and avalanche prone areas;
- ⇒ Drainage plan showing existing swales, proposed culverts and other drainage devices;
- ⇒ Location, width and grade of driveway;