



**CERTIFICATE OF ZONING COMPLIANCE
CHECKLIST**

PURPOSE: To be submitted prior to commercial or industrial building permit applications in accordance with Emmett City Code 9-14-2, which is available on our website at www.cityofemmett.org or in the City Zoning office. **BUILDING PERMITS CANNOT BE APPLIED FOR UNTIL CERTIFICATE OF ZONING COMPLIANCE IS APPROVED.**

FEE: \$115.00 without prior approval of a Special Use Permit
\$45.00 with prior approval of a Special Use Permit

CITY ENGINEER DEPOSIT: MEET WITH THE SUPERINTENDENT OF PUBLIC WORKS TO DETERMINE DEPOSIT AMOUNT (365-9569) (Receipt must be submitted with application)

√	SUBMITTAL REQUIREMENT	Staff Use Only	
		Complete (Date)	Notes
	1. Completed and signed Master Administrative Review cover sheet		
	2. Fee (See above for fees)		
	3. Narrative fully describing the proposed use of the property, including information on any previous approvals or requirements for the requested use (i.e., applicable Special Use Permit 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 (see attached form)		
	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). Submit stamped approved plans or letter		
	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 (if applicable) 		
	<ul style="list-style-type: none"> • Proposed fire hydrants and all existing hydrants within 300 feet of proposed structure(s) 		
	<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 (See Ordinance 9-11-4) (specify handicap and compact stalls) * Building size (sq. ft.) * Lot size (sq. ft.) * Setbacks * Zoning district * Proposed 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 9-17-3.B.2</u> for details.</p> <p>All landscape plans shall be prepared by a landscape architect, landscape designer or qualified nurseryman. (Per ECC 9-17-3.C)</p>		
	<ul style="list-style-type: none"> • 1 reduction of the plan 8 ½” X 11” or 11” X 17”) 		
	<p>The following items must be shown on the plan:</p>		
	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. Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high ground water areas, and rock outcroppings.		
	h. Locations, size, and species of all existing trees on site with trunks four inches (4”0 or greater in diameter, measured six inches (6”) above the ground. Indicate whether the tree will be retained or removed.		
	i. A statement of how existing healthy trees proposed to be retained will be protected from damage during construction.		

j. 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.		
k. Existing and proposed contours for all areas steeper than twenty percent (20%) slope. Berms shall be shown with one-foot (1') contours.		
l. "Sight triangles" as defined in section 9-17-6 (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).		
m. Location and labels for all proposed plants, including trees, shrubs, and ground covers.		
n. A plant list that shows the plant symbol, quantity, botanical name, common name, minimum planting size and container, and comments (for spacing, staking, and installation as appropriate).		
o. Planting and installation details, as necessary, to ensure conformance with all required standards.		
p. Design drawings of all required structures for screening purposes.		
q. Calculations of project components to demonstrate compliance with the requirements of this section, including: <ul style="list-style-type: none"> • Width of street buffer, linear feet of street frontage, and number of street trees. • Width of parking lot perimeter landscape strip. • Total number of trees and tree species mix. • Mitigation for removal of existing trees. • Buffer between different land uses. • Number of parking stalls and percent of parking area with internal landscaping. 		

THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE UNTIL STAFF HAS RECEIVED ALL REQUIRED INFORMATION.