

INSTRUCTIONS

1. Fill out pages 1-4 of the application.

2. Obtain **signatures** from all of the review agencies found in the application packet. Faxed signatures are acceptable. Any comments listed by the agencies must have a letter of explanation attached to the application.

3. A **plot plan** is required for any development. Please refer to page 5 of the application packet. Please include the required number of parking spaces, the required setbacks, and buffering. Also include all signs on the property as well as proposed signs.

4. A written plan of operation is required to be submitted with the application packet. Lemhi County Code standards relating to your development must be addressed in **writing**.

5. Legal description for proposed development must be submitted to our office in **written form** as well as **digital form**.

PLEASE ADDRESS THE FOLLOWING CHAPTERS IN THE LEMHI COUNTY CODE BOOK:

- A. All applicants must address Chapter VI, C-HH.
- B. All applicants must address Chapter VII, C-J.
- C. All applicants must address Chapter X.

ADDRESS THE FOLLOWING CHAPTERS WITHIN THE LEMHI COUNTY CODE BOOK THAT APPLY TO YOUR DEVELOPMENT:

- D. Any applicant living in the airport vicinity must address Chapter VIII, B-H.
- E. If your development lies within the flood plain, you must address Chapter IX, C-S.
- F. Subdivisions, mobile home courts, lot splits being reviewed by the Planning & Zoning Commission must address Chapter X, B-J.
- G. Subdivisions, mobile home courts, and lot splits being reviewed by the Planning & Zoning Commission must address the road standards in Appendix D.
- H. Developments which will have signs must address the sign standards in Appendix A.

**** Applications shall be submitted on forms provided by the county. Multiple copies of applications and supporting materials, may include a preliminary title search, site plan , aerial photo and preliminary plat, and any other items that may pertain to any proposal required by the administrator. All applications shall demonstrate code compliance in writing, by addressing each section applicable to their development. Public hearings will only be set after all supporting material has been submitted in writing. Written comments from the public must be submitted seven days prior to the hearing. No written material will be accepted from the public within the last seven days prior to the public hearing. Notices will be published in the Recorder Herald for two consecutive weeks and all property owners within 300 feet of the development will receive notices of the proposal prior to the public hearing. There will be additional fees for publication and notices.**