



# CERTIFICATE OF ZONING COMPLIANCE

\*\*\*All information must be filled out to be processed.

FILE NO.: _____
Date Application Received: _____ Fee Paid: _____
Processed by: _____

\*\* Certificate of Zoning Compliance is required for construction, exterior alteration and/or the establishment of a new use.

## Applicant Information:

**PRIMARY CONTACT IS:** *Applicant* \_\_\_ *Owner* \_\_\_ *Representative* \_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Representative (e.g., architect, engineer, developer):

Contact: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Subject Property Information:

Site Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

General description of proposed project/request: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

Acres of each zone proposed: \_\_\_\_\_

Type of use proposed (check all that apply):

Residential  Office  Commercial  Employment  Industrial  Other \_\_\_\_\_

Who will own & maintain the pressurized irrigation system in this development? \_\_\_\_\_

Which irrigation district does this property lie within? \_\_\_\_\_

Primary irrigation source: \_\_\_\_\_ Secondary: \_\_\_\_\_

Square footage of landscaped areas to be irrigated (if primary or secondary point of connection is City water): \_\_\_\_\_

**Residential Project Summary (if applicable):**

Number of residential units: \_\_\_\_\_ Number of building lots: \_\_\_\_\_

Number of common lots: \_\_\_\_\_ Number of other lots: \_\_\_\_\_

Proposed number of dwelling units (for multi-family developments only):

1 bedroom: \_\_\_\_\_ 2 – 3 bedrooms: \_\_\_\_\_ 4 or more bedrooms: \_\_\_\_\_

Minimum square footage of structure (storage, garage): \_\_\_\_\_

Maximum building height: \_\_\_\_\_ Gross density: \_\_\_\_\_

Minimum property size (s.f.): \_\_\_\_\_ Average property size (s.f.): \_\_\_\_\_

Acreage of qualified open space: \_\_\_\_\_ Percentage of qualified open space: \_\_\_\_\_

Type and calculations of qualified open space provided in acres: \_\_\_\_\_

Amenities provided with this development (if applicable): \_\_\_\_\_

Type of dwelling(s) proposed:  Single-family Detached  Single-family Attached  Townhouse  
 Duplex  Multi-family  Vertically Integrated  Other \_\_\_\_\_

**Non-residential Project Summary (if applicable):**

Number of building lots: \_\_\_\_\_ Common lots: \_\_\_\_\_ Other lots: \_\_\_\_\_

Gross floor area proposed: \_\_\_\_\_ Existing (if applicable): \_\_\_\_\_

Hours of operation (days and hours): \_\_\_\_\_ Building height: \_\_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_ Number of covered spaces provided: \_\_\_\_\_

**Application Requirements:**

*(Applications are required to contain one copy of the following unless otherwise noted.)*

Applicant (√)	Description	Staff (√)
	Pre-application meeting with the Planning Department required prior to submitting application.	
	Completed and signed Certificate of Zoning Compliance application	
	Fee	
	Narrative fully describing the proposed use of the property, including the following: <ul style="list-style-type: none"> <li>Information on any previous approvals or requirements for the requested use (i.e., applicable conditions of approval or Development Agreement)</li> </ul>	
	Recorded warranty deed for the subject property	

	If the signature on this application is not the owner of the property, an <b>original</b> notarized statement (Affidavit of Legal Interest) from the owner stating the applicant is authorized to submit this application.	
	Scaled vicinity map showing the location of the subject property	
	Civil Site/Dimension Plan – 1 full size copy (folded to 8 ½" X 11" size)	
	Copy of the recorded plat the property lies within (8 ½" X 11")	
	Copy of address verification letter from Development Services	
	Site Plan - *1 copy (folded to 8 ½" X 11" size) <i>Plan must have a scale no smaller than 1" = 50' (1" = 20' is preferred) and be on a standard drawing sheet, not to exceed 36" x 48" (24" x 36" is preferred). A plan which cannot be drawn in its entirety on a single sheet must be drawn with appropriate match lines on two or more sheets.</i> <b>The following items must be shown on the site plan:</b>	
	<ul style="list-style-type: none"> <li>• Date, scale, dimensions, north arrow, and project name (scale not less than 1" = 50")</li> </ul>	
	<ul style="list-style-type: none"> <li>• Parking stalls and drive aisles</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location and detail of bicycle parking facilities</li> </ul>	
	<ul style="list-style-type: none"> <li>• Trash and/or recycling enclosure(s) location</li> </ul>	
	<ul style="list-style-type: none"> <li>• Detail of trash and/or recycling enclosure (must be screened on 3 sides)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location and specifications for underground irrigation (Pressurized irrigation can only be waived if you prove no water rights exist to subject property)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sidewalks or pathways (proposed and existing)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location of proposed building on lot (include dimensions to property lines)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Fencing (proposed and existing)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Calculations table including the following: <ul style="list-style-type: none"> <li>➢ Number of parking stalls required and provided (specify handicap &amp; compact stalls)</li> <li>➢ Number of bicycle stalls required and provided</li> <li>➢ Building size (sq. ft.)</li> <li>➢ Lot size (sq. ft.)</li> <li>➢ Setbacks</li> <li>➢ Easement locations</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Reduction of the site plan (8 ½" X 11")</li> </ul>	
	Landscape plan - *1 copy (folded to 8 ½" X 11" size) <i>Plan must have a scale no smaller than 1" = 50' (1" = 20' is preferred) and be on a standard drawing sheet, not to exceed 36" X 48" (24" X 36" is preferred). A plan which cannot be drawn in its entirety on a single sheet must be drawn with appropriate match lines on two or more sheets.</i> <b>The following items must be included on the landscape plan:</b>	
	<ul style="list-style-type: none"> <li>• Date, scale, dimensions, north arrow, and project name</li> </ul>	
	<ul style="list-style-type: none"> <li>• Stamp/signature of a landscape architect, landscape designer, or qualified nurseryman preparing the plan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed</li> </ul>	
	<ul style="list-style-type: none"> <li>• A statement of how existing healthy trees proposed to be retained will be protected from damage during construction</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, fire hydrants, stormwater detention areas, signs, street furniture, and other man-made elements</li> </ul>	
	<ul style="list-style-type: none"> <li>• Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sight Triangles</li> </ul>	
	<ul style="list-style-type: none"> <li>• Location and labels for all proposed plants, including trees, shrubs, and groundcovers (trees must not be planted in City water or sewer easements or within five</li> </ul>	

	feet of fire hydrants). Scale shown for plant materials shall reflect approximate mature size	
	<ul style="list-style-type: none"> <li>• A plant list that shows the plant symbol, quantity, botanical name, common name, minimum planting size and container, tree class (I, II, or III), and comments (for spacing, staking, and installation as appropriate)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Planting and installation details as necessary to ensure conformance with all required standards</li> </ul>	
	<ul style="list-style-type: none"> <li>• Design drawings(s) of all fencing proposed for screening purposes; include height and material</li> </ul>	
	<ul style="list-style-type: none"> <li>• Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: <ul style="list-style-type: none"> <li>➢ Width of street buffers, lineal feet of street frontage, and number of street trees</li> <li>➢ Residential subdivision trees</li> <li>➢ Acreage and percentage dedicated for common open space</li> <li>➢ Acreage and percentage dedicated for qualified open space</li> <li>➢ Number of trees provided on common lot(s)</li> <li>➢ Mitigation for removal of existing trees</li> </ul> </li> </ul>	
	Reduction of the landscape plan (8 ½" X 11")	
	Building elevations showing construction materials - *1 copy (folded to 8 ½" X 11" size)	
	Reduction of the elevations (8 ½" X 11")	
	Electronic version of the site plan, landscape plan, & building elevations in PDF format submitted on a disk with the files named with project name & plan type (i.e., site plan, landscape plan, elevations, etc.). We encourage you to submit at least one color version	
	If applying for approval of a public school, provide additional information as required by the Public School Facility supplemental checklist per §67-6519	
	For applications requiring a change of use or new construction we recommend you contact the Ada County Highway District at (208) 387-6170 to determine any fees or requirements.	

**FEE REQUIREMENT:**

*\*\* I have read and understand the above requirements. I further understand fees will be collected at the time of filing an application. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star.*

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

**AFFIDAVIT OF LEGAL INTEREST**

STATE OF IDAHO )  
 ) ss  
 COUNTY OF ADA )

I \_\_\_\_\_, \_\_\_\_\_  
 (name) (address)  
 \_\_\_\_\_,  
 (city) (state) (zip)

being first duly sworn upon oath, depose and say: That I am the record owner of the property described on the attached, and I grant my permission to \_\_\_\_\_,  
 (name)  
 \_\_\_\_\_,  
 (address) (state) (zip)

to submit the accompanying application pertaining to that property.

Address or location of property: \_\_\_\_\_

I agree to indemnify, defend and hold the City of Star and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

I understand there may be direct costs incurred by the City in obtaining a review of the application by architects, engineers, or other professionals necessary to enable the City to approve or disapprove the application. I understand that I will be billed on a monthly basis and will remit payment within 30 days.

I hereby grant permission to the City of Star staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Type of application: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 (Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

\_\_\_\_\_  
 Notary Public for Idaho  
 Residing at: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_