Valley County Planning and Zoning

PO Box 1350 • 700 South Main Street
Cascade, ID 83611-1350

Phone: 208-382-7115
Email: cherrick@valleycountyid.gov

DISCLAIMER

Pre-application meetings with Valley County Staff are required prior to submitting an application.

Please note that information provided in a pre-application meeting or over the phone does not guarantee approval by either the Planning and Zoning Commission nor the Valley County Board of Commissioners. Planning and Zoning staff cannot give you legal advice. You should seek the advice of an attorney if you have specific legal questions regarding the sufficiency of your application.

Sincerely,

Cynda Herrick, AICP, CFM
Planning and Zoning Director

Valley County Code:

9-5H-1: PREAPPLICATION CONFERENCE:

A. Conference Required: Prior to the formal filing of an application, the applicant shall confer with the administrator or staff to obtain proper forms, information, and guidance.

B. Familiarity With Standards, Goals And Objectives: The applicant shall familiarize himself with the standards of this title, the goals and objectives of the comprehensive plan, and review procedure and submittal requirements, which will affect the proposal.

C. Meeting At Site Or Other Investigations: The preapplication conference may include a meeting at the proposed site and other investigations deemed necessary by the administrator or staff.

Valley County Planning & Zoning Department

700 S. Main
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www.co.valley.id.us
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Accessory Dwelling Unit (ADU)

(Administrative Permit)

Valley County Code Section 9-4-7

TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT

ADU PERMIT #: _____ FEE: $ 75.00 ☐ *Check #*_____ *or* ☐ *Cash*

ACCEPTED BY: _____ DATE RECEIVED: _____

CROSS REFERENCE FILE(S): _____ DATE ISSUED: _____

Applicant's Signature: _____ Date: _____

By signing, you are agreeing to allow County staff to inspect the property identified in the application.

The following must be completed and submitted with this application:

- A **site plan**, drawn to scale, showing the following:
  - **Existing or new structures**
  - **Setbacks from property lines, other buildings, high-water line, etc.** Structures over three (3) feet in height shall be subject to single family residential setback requirements.
  - **Parking**: The ADU must have one parking space which is in addition to those required for any other structure on the property. Parking shall not be in a road right-of-way or in a setback area.
  - **Lighting**: Height and type of fixtures (max of 20', 3000 lumens, fully shielded – VCC Title 6-2)
  - **Lot Coverage Maximum**: All structures, parking lots, fire pits, and impervious areas cannot cover more than 35% of the lot.
  - **Square Footage**: The square footage of the ADU may not exceed the lesser of 1,000-sqft or 50% of the square footage of the primary structure, excluding open storage areas, garages, and carports
- **Pictures and/or Drawings:** The ADU must utilize design elements of the primary structure to maintain consistency and signify its subordinate relationship to the primary structure. These elements may include roof pitch, siding, structure shape and placement, etc. The exterior appearance of the structure must be compatible with the primary structure.
- **An approved permit** from the Idaho Central District Health (CDH) or central sewage treatment facility such as North Lake Recreational Sewer and Water District. See Question #7

Valley County Code 9-4-7 is online at www.co.valley.id.us or at the Planning & Zoning Office.

OWNER: _____ PHONE #: _____

OWNER'S MAILING ADDRESS: _____ ZIP _____

EMAIL ADDRESSES: _____

TAX PARCEL NUMBER: _____ SITUS ADDRESS OF PROPERTY: _____

SUBDIVISION NAME – LOT/BLOCK (IF APPLICABLE): _____

SIZE OF PROPERTY: _____ Acres ☐ or _____ Square Feet ☐

DESCRIBE ANY EXISTING LAND USES OR STRUCTURES:

_____

_____

STANDARDS:

1. ADUs are permitted only when one of the residences on the property is owner-occupied. Owner-occupied structure does not need to be the primary residence. Ownership cannot be fractional or timeshare ownerships. Please initial that you are aware of this restriction: _____

2. The ADU cannot be used as a commercial use, bed and breakfast, or short-term rental use without a conditional use permit. Sleeping quarters only are not considered an ADU; however, sleeping quarters cannot be rented. Please initial that you are aware of this restriction: _____

3. If used as a permitted residential rental property, an ADU must be rented for a minimum of more than thirty (30) days (not as a weekly or daily rental). Please initial that you are aware of this restriction: _____

4. The square footage of the ADU may not exceed the lesser of 1,000-sqft or 50% of the square footage of the primary structure, excluding open storage areas, garages, and carports.
   What is the square footage of the primary residence? _____

   What is the proposed square footage of the ADU? _____

5. **Check (✓) all which apply for the ADU:**
   ___ Attached to primary structure
   ___ Attached to the garage
   ___ Free-standing

6. Describe Design Features:
   _____
   _____
   _____

7. The ADU must meet all requirements of the Idaho Central District Health (CDH) with respect to the provision of individual potable water and sewage disposal facilities, portable holding tanks, or have a permit from an approved central sewage treatment facility. The ADU must not adversely impact others within the neighborhood from obtaining a permit for septic, sewer, or well if the neighbor has not constructed their first residence on their neighboring lot.
   Check (✓) all which apply and attach approval from CDH or sewage treatment facility for the ADU.
   ___ Potable water ☐ Individual Well ☐ Shared Well ☐ Water District: _____
   ___ Individual septic system
   ___ Permit from sewage treatment facility

REQUIREMENTS AND DEFINITIONS:

ACCESSORY DWELLING UNIT (ADU): Secondary living unit on a single-family lot. An ADU contains its own kitchen, sleeping area, and bathroom facilities. ADUs can be attached or detached from the primary residential unit. ADUs are subordinate in size, location, and appearance to the primary dwelling unit. ADUs are commonly referred to as mother-in-law apartments, ECHO homes (elder cottage housing opportunities), guest cottages, caretaker cottages, garden cottages, carriage houses, or rental units.

ADUs are permitted only when one of the residences on the property is owner-occupied. Owner-occupied structure does not need to be the primary residence. Ownership cannot be fractional or timeshare ownerships.

The ADU cannot be used as a commercial use or bed and breakfast use without a conditional use permit. Sleeping quarters only are not considered ADUs.

If used as a permitted residential rental property, an ADU must be rented for a minimum of more than thirty (30) days (not as a weekly or daily rental).

If the ADU changes from a long-term rental to a short-term rental or is constructed with the intent of being a short-term rental property of 30 days or less, then a conditional use permit will be required and must be in compliance with the rules of the state tax commission under Chapter 36, Title 63, Idaho Code.

The ADU permit will be a condition of the building permit.

PROCEDURE:

- An application for an ADU shall be submitted to and reviewed by the Planning and Zoning Director for completeness prior to issuance of the permit.
- The administrator shall determine whether the exterior appearance of the ADU is compatible with the primary structure.
- The Valley County Planning and Zoning Office will notify property owners within 300 ft of the property boundaries and active Home/Property Owner Associations.
  _____ (DATE COMPLETED)
- Comments regarding the application must be written (email is acceptable) and received by the Planning and Zoning Director within 10 working days. Objections must give specific grounds and facts upon which the objection is based. If the Planning and Zoning Director determines that objections are sufficient to warrant a conditional use permit, the applicant shall be notified promptly that a conditional use permit is required.
  _____ (OBJECTION DATE DEADLINE)
- If there are no objections within 10 working days, the ADU will be issued an administrative permit and be a permitted use.
  _____ (DATE ISSUED)

(Compliance Checklist – the Full Ordinance can be found on the Valley County website.)

OUTDOOR LIGHTING

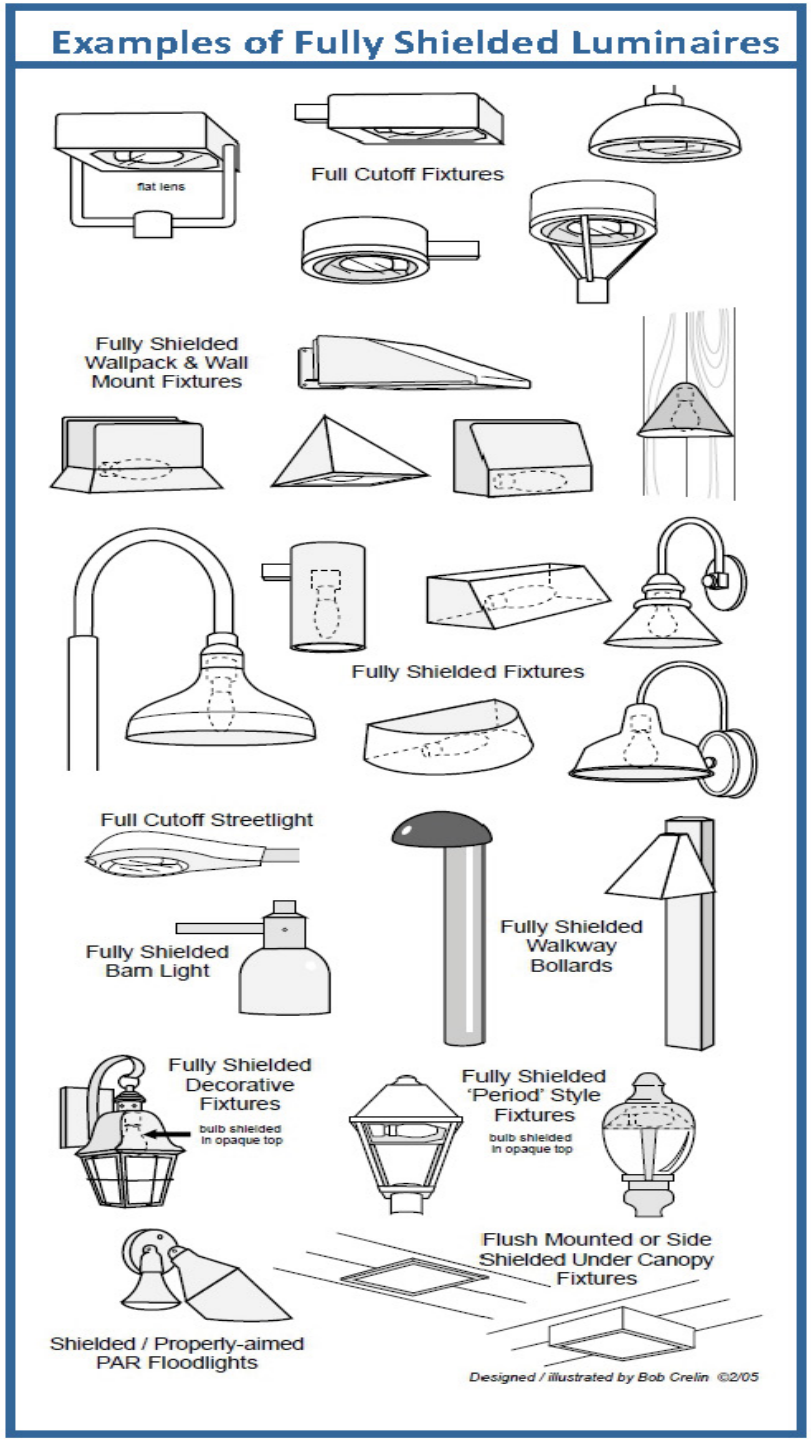
PURPOSE: The general purpose is to protect and promote the public health, safety and welfare, the quality of life, and the ability to view the night sky, by establishing regulations and a process for review of exterior lighting.

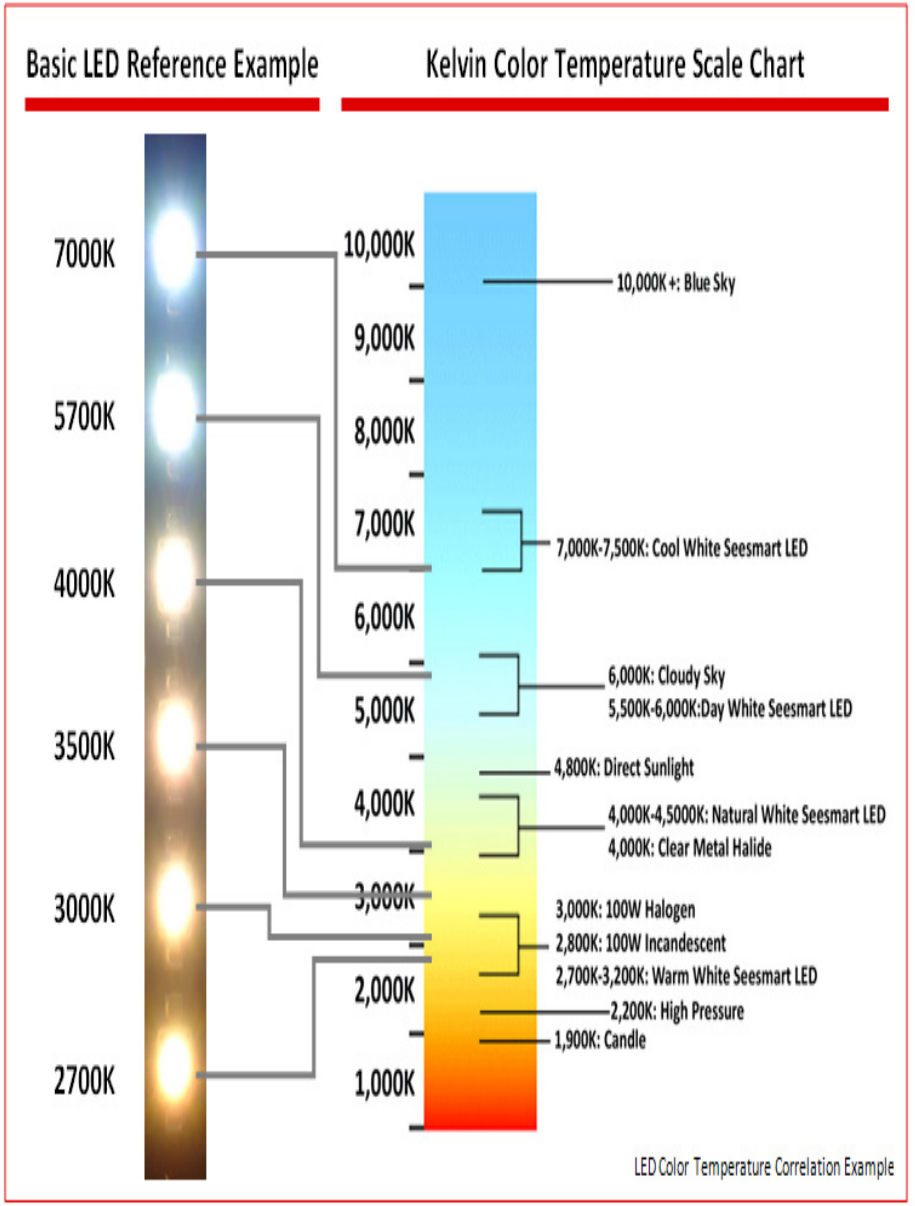
APPLICABILITY – All exterior lighting shall comply.

PERFORMANCE STANDARDS: (All nonessential exterior commercial and residential lighting is encouraged to be turned off after business hours and/or when not in use. Lights on a timer are encouraged. Sensor activated lights are encouraged to replace existing lighting that is desired for security purposes.)

All Other Outdoor Lighting Shall Meet The Following Standards:

- The height of any light fixture or illumination source **shall not exceed thirty feet (30').**
- All lighting or illumination units or sources **shall be hooded or shielded in a downward** direction so they do not produce glare or cause light trespass on any adjacent lot or real property as depicted in section 6-2-7 of this chapter.
- Lights or illumination units shall not direct light, either directly or through a reflecting device, upon any adjacent lot or real property. **Lighting should not illuminate the sky or reflect off adjacent water bodies or produce glare or cause light trespass on any adjacent lot or real property.**
- All **outdoor lights used for parking areas, walkways, and similar uses mounted on poles eight feet (8') or greater in height shall be directed downward**. The light source shall be **shielded** so that it will not produce glare or cause light trespass on any adjacent lot or real property.
- **The installation of mercury vapor lamps is hereby prohibited**.
- Flashing or intermittent lights, lights of changing degree of intensity, or moving lights shall not be permitted. This subsection shall not be construed so as to prohibit …holiday lights.
- **Sensor activated lights**, provided:
    - It is located in such a manner as to prevent glare and lighting onto properties of others or into a public right of way;
    - It is set to only go on when activated and to go off within five (5) minutes after activation has ceased;
    - It shall not be triggered by activity off the property.
- **Up lighting for flags**, provided the flag is of a government and the maximum lumen output is one thousand three hundred (1,300) lumens. Flags are encouraged to be taken down at sunset to avoid the need for lighting.
- LED lighting color shall not exceed 3,000 K.


Examples of Fully Shielded Luminaires
flat lens
Full Cutoff Fixtures
Fully Shielded Wallpack & Wall Mount Fixtures
Fully Shielded Fixtures
Full Cutoff Streetlight
Fully Shielded Bam Light
Fully Shielded Walkway Bollards
Fully Shielded Decorative Fixtures
bulb shielded in opaque top
Fully Shielded 'Period' Style Fixtures
bulb shielded in opaque top
Flush Mounted or Side Shielded Under Canopy Fixtures
Shielded / Properly-aimed PAR Floodlights
Designed / illustrated by Bob Crelin ©2/05


Basic LED Reference Example
Kelvin Color Temperature Scale Chart
7000K
5700K
4000K
3500K
3000K
2700K
10,000K
9,000K
8,000K
7,000K
6,000K
5,000K
4,000K
3,000K
2,000K
1,000K
10,000K+: Blue Sky
7,000K-7,500K: Cool White Seesmart LED
6,000K: Cloudy Sky
5,500K-6,000K:Day White Seesmart LED
4,800K: Direct Sunlight
4,000K-4,500K: Natural White Seesmart LED
4,000K: Clear Metal Halide
3,000K: 100W Halogen
2,800K: 100W Incandescent
2,700K-3,200K: Warm White Seesmart LED
2,200K: High Pressure
1,900K: Candle
LED Color Temperature Correlation Example


Compliant Light Fixture Example


Non-Compliant Example

Amazon – P8709 Dark Sky Cup



Here are some examples of options to bring your lights into Dark Sky Compliance

Amazon - B0CLBC493B White Shades for LED String Lights



Amazon – 6107500 One Light Dimmable LED outdoor



Amazon - Bioluz LED PAR20 Light Bulb Max 3000K



Frosted Glass Spray Paint

