



MASTER SITE PLAN CHECKLIST (ACC 8-4E)

A Master Site Plan Request is a **staff level** application, as long as it is not associated with a conditional use.

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project & addressing the following:	
	Proposed Use(s)	
	Is the project associated with a Conditional Use: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Total square feet of all proposed structures	
	Is this a modification and/or expansion of an approved master site plan: YES <input type="checkbox"/> NO <input type="checkbox"/> Original MSP File#	
	Hours & Days of Operation:	
	Number of Required Parking Spaces (include ADA parking stalls)	
	Number of employees (during largest shift) & Total number of employees	
	Maximum number of patrons/clients expected (daily average)	
	Outdoor Speaker System: YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, identify location & proposed hours)	
	Proposed Sewer or Septic System	
	Proposed Water System or Well	
	Type of Irrigation: Pressurized <input type="checkbox"/> Gravity <input type="checkbox"/> None <input type="checkbox"/> Other (Explain) <input type="checkbox"/>	
	Explain if utilities are underground, or if screening is provided	
	Phased Project: YES <input type="checkbox"/> NO <input type="checkbox"/> (Explain phases of parking & landscaping)	
	SITE PLAN: Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale, including one copy reduced to 8 1/2" x 11" to include the following:	
	Structure(s) locations on subject property	
	Outdoor Speaker System. Identify the location(s) and size of proposed speakers	
	Pedestrian access and circulation	
	Building Elevations	
	Drive-Up Window: YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, identify location & stacking lane)	
	Well location(s)	
	Septic System & Drain field location(s)	
	Hydrant location, fire department access, fire flow resources, etc.	
	Pressurized Irrigation (if required)	
	Automobile access and circulation	
	OFF STREET PARKING & LOADING FACILITIES PLAN (ACC 8-4G) <i>Can be included on the site plan</i>	
	Identify all off-street parking and loading spaces	
	Identify the proposed drive aisle width:	
	Parking within 300-feet of the entrance: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Joint Parking Agreement: YES <input type="checkbox"/> (submit copy of agreement) NO <input type="checkbox"/>	
	Identify width, angle, and depth of parking spaces	
	Address Bicycle Parking/Bicycle Racks	
	List the number of required spaces for cars/vehicles, loading spaces and bicycles:	
	List the number & dimensions of off-street loading spaces:	
	Detailed description of proposed paving materials:	
	NATURAL FEATURES ANALYSIS (ACC 8-4E-4D) (For examples and helpful links, see https://adacounty.id.gov/developmentservices/permitting-division/natural-features-analysis/)	
	Hydrology	

	Soils	
	Topography	
	Vegetation	
	Sensitive Plant & Wildlife Species	
	Historic Resources	
	Hazardous Areas	
	Impact on Natural Features	
	LANDSCAPING (ACC 8-4F): - can be a condition of approval <i>(NOTE: If landscape plan is submitted <u>after</u> approval, as a condition of approval, additional application and review fees <u>will</u> apply.)</i>	
	One (1) Full-sized, scaled landscape plan, and one (1) 8 ½" x 11" landscape plan to include:	
	Drawn by a landscape professional (required within a City's Area of Impact)	
	Location, size, type of proposed landscaping (shown at 75% maturity)	
	Proposed size at planting (i.e., caliper, gallon, etc.)	
	Existing vegetation to remain: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Fences over 100-feet in length: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Flood Hazard Overlay: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Sound Walls Proposed: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Perimeter Landscaping & Screening	
	Required landscape points:	
	Minimum width of landscape areas:	
	Parking Area Landscaping & Screening	
	Percentage (%) of parking area shading required:	
	Screening: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Pedestrian access required: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	LIGHTING PLAN (ACC 8-4H): - can be a condition of approval <i>(NOTE: If lighting plan is submitted <u>after</u> approval as a condition of approval, additional applications and review fees <u>will</u> apply.)</i>	
	Location, orientation, and height of all proposed exterior lighting (attached & detached)	
	Detail the type of lighting (include cut sheets of all lighting fixtures)	
	Setbacks of the proposed lights:	
	Illumination of lighting:	
	Watts:	
	Lumens output:	
	Luminous area:	
	Photometric test report	
	Maximum Height:	
	Floodlights: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Shielding: YES <input type="checkbox"/> NO <input type="checkbox"/> Identify extent of shielding including cut off angles	
	SIGN PLAN (ACC 8-4I): - can be a condition of approval <i>(NOTE: If signage plan is submitted <u>after</u> approval as a condition of approval, additional applications and review fees <u>will</u> apply.)</i>	

<p>APPLICATION FEE: \$350 (base fee) + .12/square foot (for all proposed structures) <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i></p>

Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.