



PRIVATE ROAD CHECKLIST (ACC 8-4D)

A Private Road is a **staff level** application

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Identify users of the private road	
	Identify if the private road currently has an easement, and if any restrictions are placed on said easement	
	Identify which of the following is being proposed:	
	<input type="checkbox"/> New private road	
	<input type="checkbox"/> Extension of an existing private road	
	<input type="checkbox"/> Existing private road to be widened & paved (Access to more than four properties)	
	Number of properties that will use the private road	
	Number of properties that the private road will provide frontage and access to	
	Private road is/will be in: Easement: <input type="checkbox"/> Separate Lot: <input type="checkbox"/>	
	Pavement: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Gravel: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Identify compliance with WUFI standards (ACC 8-3B) including vehicular turnouts & vegetation clearing on both sides of proposed private roadway, if applicable	
	DRAFT MAINTENANCE AGREEMENT	
	SITE PLAN: One (1) 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."	
	PRIVATE ROAD CROSS SECTION , include the following information:	
	Show the intersection of the proposed private with a public street	
	Turnaround configuration at terminus of private road	
	Grade of proposed private road	
	Length of proposed private road	
	Width of private road	
	Easement width (Inside Area of Impact: 50', Outside Area of Impact: 30' minimum)	
	Detailed description of proposed paving materials	
	GATE (only for exceptional circumstances)	
	Submit evidence for an exceptional circumstance necessary to improve safety or to halt environmental degradation in the area. Include the following information:	
	<input type="checkbox"/> Dimensions of proposed gate and opening	
	<input type="checkbox"/> Include traffic direction & proposed locking device(s)	
	PROPOSED STREET NAME (In compliance with ACC 2-1)	
	Provide copy of application requesting Street Name (Ada County Assessor's Office)	

APPLICATION FEE: \$409 (\$400+ \$9 GIS Fee) + **335** (Engineering)

NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.

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.