

**Phone: (208) 459-4141**  
**474 Elgin Street, Notus, Idaho 83656**  
**Mailing address: P.O. Box 226, Notus, ID 83656**

<b>FOR INTERNAL USE ONLY:</b>	
Received by:	
Date Received:	
BCID Application No.:	
Payment Amount / Check Number:	
Scheduled Intake Meeting Date:	

## NEW PROJECT APPLICATION FORM:

**Applicant is responsible for any fees plus reimbursement of costs incurred. The intake fee is NON-REFUNDABLE.**

**APPLICANT NAME:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROJECT LOCATION: (ALL INFORMATION REQUIRED)**

**PROJECT OR SUBDIVISION NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PARCEL NUMBER(S):** \_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ COUNTY: \_\_\_\_\_

**Check all that apply:**

**Non-Refundable Intake Fee:**

<input type="checkbox"/> New Development – Parcel Change (Subdivision / Short Plat / other)	\$1000 + (additional costs incurred)
<input type="checkbox"/> Infrastructure Relocation / Bridge Crossing	
<input type="checkbox"/> Single Lot Split (Single Family not New Development)	\$300 + (additional costs incurred)
<input type="checkbox"/> New Turnout Request	Cost of infrastructure + Admin.
<input type="checkbox"/> Irrigation Water Allotment Transfer (Permanent)	\$200 + (additional costs incurred)
<input type="checkbox"/> Irrigation Water Allotment Transfer (Temporary)	\$200 + (additional costs incurred)
<input type="checkbox"/> Crossing of Facilities (Driveway, etc.)	\$250 + (additional costs incurred)
<input type="checkbox"/> Utility Service Crossing (water, irrigation, sanitary sewer, fiber)	\$250 + (additional costs incurred)
<input type="checkbox"/> Building Permit Review (structure, fence, gate, pump station, water modeling, engineering, etc.)	\$100 + (additional costs incurred)

Note: The fees for the top two items are not cumulative (\$1000 + incurred cost max.) if both checked.

- **Please make checks payable to BCID, 474 Elgin St., Notus, ID 83656.**
- **Please reference your Development Name with this Payment.**
- **Payment by credit card can be received, however a processing fee will be applied.**

### NEW PROJECT DESCRIPTION BY APPLICANT

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**A COMPLETE APPLICATION, INCLUDING ALL APPLICABLE FEES PAID IN FULL IS REQUIRED PRIOR TO ACCEPTANCE.**

The following information is required for your application to be considered complete:

- Fill out all Name, Location, and project information on Page 1.
- In the space provided on Page 1, provide written description of the proposed project (describe the type of system, structures, or facility to be installed, to be constructed; physical specifications; when the construction is proposed to occur; duration of the project; etc.). Attach additional sheets as necessary.
- Attach a separate map/plan view drawing of the proposed project(s) showing locations of proposed construction and installation. Include the existing District's facilities and right of way (if known); include all proposed crossings, new facility locations, fences, gates, structures, etc.

Minimum map requirements include

- Section, Township, Range
- North Arrow
- Closest cross streets
- Parcel Number of Affected Property
- Property or Properties of affected project clearly identified (outlined parcel)
- Map shall be submitted in a legible typical scale.

\*If map does not meet the above minimum requirements, the application will not be processed.

- Provide any additional detailed drawings, sketches, and materials to be used, and any other relevant project information. Include dimensions of structures, pipe sizes, locations, etc.
- Provide Non-refundable Fee - Paid in Full. Intake fees cover the following items: One (1), 1-hour intake review meeting with District staff and engineers, One (1) site visit, One (1) Development Intake Quotation (DIQ), and administrative processing costs.

**UPON ACCEPTANCE OF THIS NEW PROJECT APPLICATION THE FOLLOWING STEPS WILL OCCUR:**

1. A project intake meeting will be scheduled with the District (Typically scheduled at time of application submittal). Development Review meetings are generally scheduled to take place on Mondays, with four (4) one-hour slots reserved from 1PM to 4PM on a first come, first serve basis.
2. A site visit will be scheduled after the project intake meeting has occurred.
3. A Development Intake Quotation (DIQ) will be provided to the applicant to estimate review fees for the project.
4. Development Standards will be provided to the applicant explaining the review process, requirements, and progression of the review process.
5. The Developer will need to provide preliminary plat information in electronic file format (AutoCAD.dwg or GIS) for District's water accounting and billing purposes.

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**APPLICANT'S SIGNATURE**

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**DATE**

Please submit completed applications and other pertinent information in electronic format to the District via email at [developmentreview@blackcanyonirrigation.com](mailto:developmentreview@blackcanyonirrigation.com). PDF format is preferred. If you have any questions, please contact the District's office at (208) 459-4141. No action will be performed by District staff until all application fees have been paid in full.