



City of Greenleaf

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Memorandum

Date: 27 April 2026
To: Post to City Website
cc:
From: Lee C. Belt, City Clerk / Assistant Zoning Official
RE: DEVELOPMENT OF RESIDENTIAL ZONED PROPERTY
INSIDE THE CITY LIMITS

This memorandum is intended to provide a starting point and general guidance regarding development options available to residential zoned property within the city limits of the City of Greenleaf. This is a 'snapshot' summary, current as of the date of this document. In the event of errors or omissions in this memorandum, and in the event of updates or changes to city regulatory documents, current city regulatory documents prevail.

References:

Canyon County Assessor parcel tax information and GIS mapping is available from the Canyon County website at <https://www.canyoncounty.id.gov/>.

The Greenleaf City Code in its entirety and the following city regulatory documents are available from the City of Greenleaf website at <http://www.greenleaf-idaho.us/> under the 'City Government' tab. Please contact the City Clerk for assistance.

- Greenleaf City Code, Title 9 Land Use Ordinance
- Greenleaf City Code, Title 8 chapters relevant to Manufactured Homes and Manufactured Home Communities
- City Code Synopsis – Accessory Dwelling Units (ADUs)
- Consolidated Fee Schedule
- Building Permit Information (including Idaho Building Code information)
- Structural Design Assumptions
- Design Review Guidelines
- Reduction of Density (combining lots)
- City of Greenleaf Zoning Map

Current Zoning and Status:

Ascertaining zoning per the zoning map and status of current use are key to determining available development options. Use of property will either be in conformance with the zoning use table, or subject to Title 9, Chapter 11 (Nonconforming Buildings, Structures, and Uses).

City Code Development Topics:

Title 9 - Residential Zoning Definitions, Use Table, and Dimensional Standards:

Title 9, Chapter 3 provides residential zoning definitions, and contains a use table (defines what uses are permitted, not permitted, or are allowed with a conditional use permit), and dimensional standards applicable to all residentially zoned parcels.

Title 9 - Accessory Dwelling Units (ADUs):

Regulation of ADU's can be found in both Title 9 and Title 7, and is affected by the Consolidated Fee Schedule adopted by Resolution. Please see the referenced City Code Synopsis – Accessory Dwelling Units (ADUs) for detail.

Title 9 - Administrative Lot Split / Lot Line Adjustment:

The City Code provides for administrative one-time divisions of original tracts of land (lot split) and for administrative property line adjustment (lot line adjustment) utilizing a record of survey done to city code standards and reviewed by the City Engineer, as an exception to the subdivision regulations under Chapter 6 of Title 9. Please see Greenleaf Code §9-6-1(D) for detail.

Title 9 - Subdivision (Short Plat):

Title 9, Chapter 6 (Subdivision Regulations) contain subdivision requirements including application, preliminary plat, final plat, and protective covenants.

Title 9, Chapter 7 (General Development Standards) is applicable to subdivision development.

Title 9, Chapter 15 (Procedures, Appeals, and Action) is applicable to subdivision development.

Please be aware that per Greenleaf Code §9-6-2(A)(2), “...All subdivisions of land that create five (5) or more lots shall require an approved planned unit development plan...”.

Title 9 - Planned Unit Development (PUD):

Title 9, Chapter 9 (Planned Unit Developments) is applicable to PUD Development.

Title 9, Chapter 6 (Subdivision Regulations) is applicable to PUD development.

Title 9, Chapter 7 (General Development Standards) is applicable to PUD development.

Title 9, Chapter 15 (Procedures, Appeals, and Action) is applicable to PUD development.

Please be aware that per Greenleaf Code §9-9-4(A)(9), a development agreement per Title 9, Chapter 10 may be required by the city.

Please be aware that per Greenleaf Code §9-6-2(A)(2), “...All subdivisions of land that create five (5) or more lots shall require an approved planned unit development plan...”.

Title 9 - Variance:

Variance from city land-use regulations due to conditions and circumstances peculiar to the land, structure, or building are authorized under Title 9, Chapter 13 (Permits and Applications) under Section 2. Please see Greenleaf Code §9-13-2 for detail.

Title 9, Chapter 15 (Procedures, Appeals, and Action) is applicable to variance requests.

Title 9 - Conditional Use Permit (CUP):

CUPs may be granted per Title 9, Chapter 13 (Permits and Applications) under Section 3. Please see Greenleaf Code §9-13-3 for detail.

Title 9, Chapter 15 (Procedures, Appeals, and Action) is applicable to CUP requests.

Title 8 - Manufactured Homes:

Title 8 (Building Regulations) Chapter 4 (Manufactured Home Regulations) establishes standards for location and approval of manufactured housing within the city.

Title 8 - Manufactured Home Communities:

Title 8 (Building Regulations) Chapter 3 (Manufactured Home Communities) regulate development projects where a site, lot, or tract of land of two acres or more in size under common ownership upon which are proposed two or more manufactured homes

to be sited. Manufactured Home Communities may be permitted in R-5 zoning using the PUD process as a conditional use, with development agreement.

Title 9, Chapter 9 (Planned Unit Developments) is applicable to Manufactured Home Communities.

Title 9, Chapter 6 (Subdivision Regulations) is applicable to PUD development.

Title 9, Chapter 7 (General Development Standards) is applicable to PUD development.

Title 9, Chapter 15 (Procedures, Appeals, and Action) is applicable to PUD development.

Title 9, Chapter 13, Section 3 for Conditional Use Permits is applicable to Manufactured Home Communities

Title 9, Chapter 10 (development agreements) is applicable to Manufactured Home Communities.

Other information:

- Both the costs and the benefits of development lie with the developer. The city does not subsidize the cost of development. Please see the referenced consolidated fee schedule for detail.
- Zoning dimensional standards require public street frontage for buildable lots. This is intended to discourage shared driveways with access by easement, and encourage unquestionable parcel access into perpetuity from a public street.
- The city does not currently assign addresses to private driveways with blue-signed private street names, only to publicly owned roads and streets. Upon development of parcels utilizing private driveways or shared private driveway easement access, it is very likely that new street numbers would be assigned, and currently existing street numbers may be re-assigned, to the publicly owned road or street from which access is derived.
- Title 7, Chapter 4 (the Municipal Water System Ordinance) and Title 7, Chapter 5 (Sewer System Regulations) are applicable to development utilizing city potable water and sanitary sewer utility services. Please note that connection is typically required for residences within a service area of 300 feet from city water and sewer mains.
- Title 9, Chapter 16 (Design Approval) is only applicable to residential single-family dwellings with living space over 2,500 sq. ft. and to multi-family residential projects.

- Multiple applications may be processed in parallel. For example, the Royal Ridge development project utilized the same public hearings and deliberations for concurrent processing of annexation, subdivision, planned unit development, development agreement, and variance requests.
- Forms are available from the City Clerk.
- The City Clerk and the Rural Economic Partnership (aka Western Alliance for Economic Development) may be able to provide additional general development guidance and technical assistance.