



ELMORE COUNTY GROWTH & DEVELOPMENT

520 E 2nd South – Mountain Home, ID 83647 – (208) 587-2142

www.elmorecounty.org

Preliminary Plat Application

We are unable to accept facsimile copies. (Subdivisions under 5 lots with no new streets, major widening of existing streets, that have no public improvements, or is not a special development **MAY** be considered as both a preliminary and final plat.)

Application Must be completed in INK. Please use addition sheets of paper if necessary.

The Preliminary Plat Application must be in compliance with Chapter 28 of the Elmore County Zoning and Development Ordinance.

Preliminary Plats are required to have a pre-application meeting prior to submittal. 1 copy of all proposed plans and exhibits are required for a pre-application meeting. Pre-application meetings are by appointment only.

1. GENERAL INFORMATION

a. Name of subdivision: _____

Note: All subdivision names must be approved by the Elmore County Assessor.

b. Name, address, and daytime phone numbers of all property owners (including lien holders):

c. Names, addresses, and phone numbers of developers:

d. Names, addresses, and phone numbers of surveyor and/or engineer:

e. Legal description of subdivision:

f. Common direction to get to subdivision from a known point:

g. Total contiguous acreage owned by subdivider and/or developer: _____

h. Adjacent property owned by owner(s) and/or developer (number of acres): _____

i. Distance the closest part of subdivision is to incorporated city: _____

j. Current zoning: _____ k. Current district: _____

l. Authorized use (Case Number) granting right to subdivide: _____

m. Elmore County Assessor Parcel number: _____

2. SUBDIVISION FEATURES

a. Total area (acres): _____ Area (%) open space _____

Number of lots: _____ Number of buildable lots _____

b. Type of subdivision: regular residential cluster commercial industrial

c. Minimum lot size: width: _____ depth: _____ acres: _____

d. Maximum lot size: width: _____ depth: _____ acres: _____

3. IMPROVEMENTS

a. Proposed streets: (Must meet highway district standard) Highway District: _____

paved private barrow pit

curb sidewalk

b. Existing streets:

paved graveled private

curb barrow pit sidewalk

c. street lights: yes no

d. Sewer system public private septic tanks central system

other: _____

e. Water system individual wells central water system

other: _____

f. Storm water drainage: _____

g. Power: underground overhead

h. Gas: yes no

i. Proposed fire protection program (district if applicable) : _____

j. Property in flood plain: yes no Flood Insurance Rate Map # _____

4. BUILDING PROGRAM: single family dwelling duplex multi-family commercial

5. REQUIRED INFORMATION (this may be used a checklist)

Note: All maps, drawings, plats, etcetera, shall be drawn to a professional standard

A. _____ 15 paper copies 24 X 36" of **plat** (scale of not less than 1" equals 100') and 1 – 8.5 X 11" reduction to include but not limited to the following specifications: (This may be included or combined with other plans provided no confusion occurs on the plans)

- Boundary of subdivision based on an actual survey. The plat must be signed by a licensed professional land survey to certify that boundary is correct.
- Name of the property owner
- Name, address, and phone number of developer and engineer / surveyor.
- Name of the proposed subdivision
- Date, graphic scale, north arrow, vicinity map, Section, Township, and Range
- Ties to all controlling corners
- Names and boundary lines of neighboring subdivisions, names and boundary lines of owners of neighboring property owners
- The name, location, width, direction of slope, centerline of right of way of all existing and proposed public streets and private roads
- Proposed offsite improvements pertaining to streets, water supply, sanitary sewer systems, storm water systems, fire protection facilities and proposed utilities
- Lot layout with lot and block numbers, all lot dimensions, and lot area in square feet or acres.
- Areas of special use, such as parks and schools, shall be appropriately labeled.
- All existing and future easements
- All existing structures and addresses

B. _____ Copy of Pre-Application meeting notes.

C. _____ One (1) copy of proposed restrictive covenants (CC&Rs), if applicable

D. _____ A site report as required by the Health Department

E. _____ 8 ½" x 11" reduction of a **vicinity map** showing relationship of proposed plat and entire development to surrounding area (scale of ½ mile minimum optimal)

F. _____ 15 –copies of a **topographical map** showing topography at 2' intervals if land slope is greater than 10%, lines at 5' intervals if land slope is 10% or less, and 1 – 8 ½' x 11' reduction (This may be included or combined with other plans provided no confusion occurs on the plans)

G. _____ **Phasing Plan** (if applicable.) (This may be included or combined with other plans provided no confusion occurs on the plans)

- H. ____ Copy of Neighborhood Meeting sign in sheet and verification
- I. ____ Copy of plat in digital form
- J. ____ 15 copies of the **Natural Features Analysis** as specified in Section 6-28-3-D of the Elmore County Zoning and Development Ordinance. (This may be included or combined with other plans provided no confusion occurs on the plans)
- K. ____ If irrigation rights exist on the property the applicant shall submit 15 copies of an **irrigation plan** that is consistent with Idaho Code Section 31-3805 (This may be included or combined with other plans provided no confusion occurs on the plans)
- L. ____ 15 Copies of the **Drainage Plan** as specified in Section 6-28-11-C of the Elmore County Zoning and Development Ordinance (This may be included or combined with other plans provided no confusion occurs on the plans)
- M. ____ Copy of FCO granting approval to subdivide property
- N. Special development Status:
- Hillside Subdivision
 - Mobile Home Development
 - Large Scale Development
 - Cemeteries
 - Subdivision within Area of Critical Concern
 - Subdivision or part of subdivision within a floodplain
 - Subdivision is within Area of City Impact

The Growth and Development Director and/or County Engineer may require additional information for special developments.

NOTICE TO APPLICANT

This application must be submitted to the Growth and Development Department complete with all required information. A public hearing will be scheduled within sixty (60) days of application acceptance. This application will be referred to the Elmore County Planning and Zoning Commission for its consideration. The Growth and Development Department will mail hearing notices to the surrounding property owners and to any agency that may have an interest in the proposal. The Growth and Development Department will place a Notice of Public Hearing in the Mountain Home News at least fifteen (15) days prior to said hearing. The Growth and Development Department will post notice of the hearing on the premises not less than seven (7) days prior to the hearing.

The Growth and Development Office will mail meeting notices to said property owners or purchasers of record and to agencies that may have an interest in the proposal. The application will be placed on a public meeting agenda and applicant will be provided the date, time, and location of the meeting. The applicant must be present to answer any questions.

• Failure to file and obtain certification of the acceptance of the final plat application by the Board of County Commissioners within two (2) years after Commission action on the preliminary plat shall cause all approvals of said preliminary plat to be null and void, unless an extension of time is applied for and granted by the Commission or Board. _____ (initial)

• Preliminary Plat applications are subject to review and approval by the Elmore County Engineer. The Elmore County Engineer is a consultant for the County. By signing and initialing this application you affirm that you the developer and/or property will pay all fees incurred by the County Engineer or any other consultant of Elmore County _____ (initial)

The applicant hereby certifies the application is complete and all information contained herein is true and correct. The applicant hereby agrees to pay the fee established by the Board of County Commissioners and agrees to pay any additional fees (attorney, consultant, etc.) The initial applicant understands he/she/they or a representative who can legally bind the applicant with his/her/their statements must be at the meeting on which agenda the application is placed to answer any questions the Commission or citizens may have. The applicant understands there could be a delay in decision if the application is incomplete and/or if there is no representative for the applicant at the meeting.

Growth and Development's acceptance of the application and/or fee does not imply the application is complete, correct, or accurate. You will be notified by mail when the application is deemed complete and date the public hearing is scheduled.

*Radius extended to _____ mile (s) feet.

Signature of Developer/Applicant Date

Signature of Property Owner Date

Agency Signatures on next sheet.

Agency Signatures

Agency signatures are used for the applicant to make contact with certain agencies to address issues prior to a public hearing and application submittal. Additional agencies not listed may have additional requirements. The agencies listed below may be required for future approvals or signatures depending on the type of use. The signature does not constitute a final approval by the agency. The agency signatures below do not guarantee approval from the Elmore County Growth and Development Director, Elmore County Planning and Zoning Commission or Elmore County Board of Commissioners. The agencies listed below will be notified of any public hearing. Elmore County Growth and Development Staff will inform the applicant of the desired agency signatures prior to application submittal.

➤ **Central District Health Approval:** _____

Date: _____

Comments: _____

➤ **Highway District Approval:** _____

Date: _____

Comments: _____

➤ **Fire District Approval:** _____

Date: _____

Comments: _____

ADMINISTRATIVE USE ONLY

Date of Acceptance _____ Accepted by _____

CUP FEE: \$900.00 + \$10.00 a lot +\$1000.00 Deposit = Fee \$_____.

Case# SUB-_____ (Pd) Receipt # _____