



# MASTER ADMINISTRATIVE REVIEW APPLICATION

GEM COUNTY DEVELOPMENT SERVICES DEPARTMENT

109 SOUTH MCKINLEY, EMMETT, IDAHO 83617 WWW.GEMCOUNTY.ORG PHONE: (208) 365-5144

**TYPE OF APPLICATION: (PLEASE CHECK ALL THAT APPLY.)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> ALTERNATIVE COMPLIANCE (LANDSCAPE PLAN)               | <input type="checkbox"/> PLAT TIME EXTENSION          | <input type="checkbox"/> SUBDIVISION, FINAL                   |
| <input type="checkbox"/> CERTIFICATE OF ZONING COMPLIANCE                      | <input type="checkbox"/> PRIVATE ROAD APPLICATION     | <input type="checkbox"/> SUBDIVISION, MINOR                   |
| <input type="checkbox"/> CERTIFICATE OF ZONING COMPLIANCE<br>W/ PRIOR APPROVAL | <input type="checkbox"/> PROPERTY BOUNDARY ADJUSTMENT | <input checked="" type="checkbox"/> SUBDIVISION, MODIFICATION |
| <input type="checkbox"/> DIRECTOR DETERMINATION                                | <input type="checkbox"/> SECONDARY DWELLING SITE PLAN | <input type="checkbox"/> TEMPORARY HARDSHIP PERMIT            |
| <input type="checkbox"/> DESIGN REVIEW ADMINISTRATOR APPROVAL                  | <input type="checkbox"/> SIGN PERMIT                  | <input type="checkbox"/> TEMPORARY USE PERMIT                 |
| <input type="checkbox"/> FLOODPLAIN DEVELOPMENT PERMIT                         |   |   |

PROJECT NAME: \_\_\_\_\_

**SITE INFORMATION:**

(This information can be found on the Assessor's property information assessment sheet.)

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I consent to this application and allow Development Services staff to enter the property for site inspections related to this application.

I certify that the information in this application is correct to the best of my knowledge.

Signature: (Owner)

Date

Signature: (Applicant)

Date

OFFICE USE ONLY

File No.:

Received By:

Date:

Fee:

Receipt No:



## FINAL PLAT AMENDMENT SUBMITTALS AND CHECKLIST

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GEM COUNTY DEVELOPMENT SERVICES  
109 South McKinley, Emmett, Idaho 83617  
Phone: (208) 365-5144  
[WWW.GEMCOUNTY.ORG](http://WWW.GEMCOUNTY.ORG)

### SUMMARY OF SPECIFIC AMENDMENTS TO RECORDED PLAT:

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### SUBMITTAL REQUIREMENTS

**FEE:** A \$420.00 fee per issue/condition being recorded must accompany the completed application. (*Non-Refundable*).

**LETTER OF INTENT:** A written narrative to address the following three (3) standards:

- a.) The amendment will not create more than the original number of lots in the subdivision.
- b.) All lots in the amended subdivision plat will comply with the minimum requirements of the Zoning Ordinance. (i.e. lot size, street frontage)
- c.) No new roads or extensions of existing roads will be required to serve the amended subdivision.
- d.) The amendment is approved in accordance with the final plat approval procedures outlined in this title, and
- e.) The amendment shows (in faint background data) the original lot lines and lot numbers. (Ord. 2006-06, 6-21-2006)

**FINAL PLAT (paper copy):** Submit four (4) copies of a final plat, drawn in accordance with the standards below (paragraph c).

**FINAL PLAT (digital copy):** Submit one (1) digital copy of the final plat (dwg.format).

**APPLICATION FOR FINAL PLAT REVIEW:** The application shall meet the following requirements:

- a.) Comply with the approved subdivision permit (preliminary plat).
- b.) Be accompanied by certification that all the streets, water systems, sanitary sewers, storm water facilities, and other public improvements, including lot improvements have been completed and accepted or that a guarantee has been submitted in the proper form.
- c.) Contents of Final Plat (see section 4-3 of Gem County Subdivision Ordinance for details of each item):
  - a. Preparation requirements; survey and monument data.
  - b. Form of Standard and Minor Subdivision Plats.
  - c. Title sheet.
  - d. Content of Subdivision Plat.
    - i. Property to be included on the Subdivision Plat.
    - ii. Lot dimensions, acreage, numbers.
    - iii. Street location, widths, names.
    - iv. Easements and other rights-of-ways.
    - v. Adjoining properties.
    - vi. City or County boundaries.
  - e. Following statements must appear on title sheet.
    - i. Owner's statement; offer of dedication

- ii. Surveyor
  - iii. County Surveyor
  - iv. Chair of the Board of County Commissioner
  - v. County Recorder
  - vi. County Assessor
  - vii. County Treasurer
  - viii. County Engineer
  - ix. Health Department
- f. Additional information may be required.

**CHECKLIST**

SUBMITTALS	APPLICANT (√)	STAFF (√)
FEE		
LETTER OF INTENT		
FINAL PLAT (PAPER COPIES)		
FINAL PLAT (DIGITAL COPY)		

**FINAL REVIEW PROCESS:**

Upon submittal of the final plat, a staff review will be completed within thirty (30) days. The review shall determine that the following conditions have been met.

- a.) The plat is in conformance with Idaho Code 50-1301.
- b.) The plat layout conforms to what was approved by the Board during the subdivision application process.
- c.) The language on the dedication section reflects what was approved in the permit review process and that any dedications are accurately described.
- d.) The appropriate signature blocks are on the plat and that the owner's signature and the owner's surveyor's signature have been obtained.
- e.) The construction plans have been reviewed and approved by the County Engineer. *(if applicable)*
- f.) All required on-site and off-site improvements have been constructed and accepted the County Engineer. *(if applicable)*
- g.) Any required mitigation has been satisfied or other arrangements approved by the Board have been made.

**FINAL APPROVAL:** Upon final approval from the administrator the plat will be forwarded to the County Clerk to be placed for approval on the next available Board agenda. The Board will review the subdivision plat and upon finding that all requirements are met they shall approve the final plat and authorize the Chairman of the Board to sign the final plat.

**The applicant is responsible to pay any County Engineer fees that are associated with the application.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*

APPLICATION COMPLETION DATE:\_\_\_\_\_