



# 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.)

- ALTERNATIVE COMPLIANCE (LANDSCAPE PLAN)
- CERTIFICATE OF ZONING COMPLIANCE
- CERTIFICATE OF ZONING COMPLIANCE W/ PRIOR APPROVAL
- DIRECTOR DETERMINATION
- DESIGN REVIEW ADMINISTRATOR APPROVAL
- FLOODPLAIN DEVELOPMENT PERMIT
- PLAT TIME EXTENSION
- PRIVATE ROAD APPLICATION
- PROPERTY BOUNDARY ADJUSTMENT
- SECONDARY DWELLING SITE PLAN
- SIGN PERMIT
- SUBDIVISION, FINAL
- SUBDIVISION, MINOR
- TEMPORARY HARDSHIP PERMIT
- TEMPORARY USE 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:
-----------	--------------	-------	------	-------------



## MINOR SUBDIVISION INFORMATION

### A. POINTS OF CONTACT:

**Surveyor:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Representative (If different from applicant):** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### B. GENERAL INFORMATION:

1. Name of subdivision: \_\_\_\_\_
2. Commercial or Residential (Circle One)
3. Minor Subdivision or Standard Subdivision (Circle One)
4. Location: \_\_\_\_\_
5. Total gross acres: \_\_\_\_\_
6. Total net acres: \_\_\_\_\_
7. Number of lots:      Buildable \_\_\_\_      Common \_\_\_\_      Total \_\_\_\_
8. Minimum lot size (acres): \_\_\_\_\_
9. Are restrictive covenants proposed? \_\_\_\_\_
10. Are there any dedications and/or easements to the public? Yes \_\_\_\_ No \_\_\_\_  
If "Yes," are there any liens or other encumbrances on the property? Yes \_\_\_\_ No \_\_\_\_  
If "Yes," see Section 5-5 on page 9 of this checklist.
11. Will you be applying for any waivers? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. State the proposed measures to deal with any potential hazards in close proximity, (e.g. major water course): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Describe provisions for required improvements, (i.e. type, source, entity or provider):

a. Streets: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_ Both \_\_\_\_\_  
\_\_\_\_\_

b. Water: \_\_\_\_\_ Individual Well \_\_\_\_\_ Community Well \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

c. Sewage: \_\_\_\_\_ Individual Septic \_\_\_\_\_ Community Septic \_\_\_\_\_ Public Sewer \_\_\_\_\_  
\_\_\_\_\_

d. Irrigation/drainage entity(ies): \_\_\_\_\_

e. Gas: \_\_\_\_\_

f. Power: \_\_\_\_\_

g. Fire protection district: \_\_\_\_\_

### MINOR SUBDIVISION APPLICATION REQUIREMENTS CHECKLIST

**PURPOSE:** To provide a simplified procedure for processing minor subdivision (4 lots or less) applications as set forth in Section 12-3-7 of the Ordinance. Every item on the checklist must be provided unless a waiver is requested within your Letter of Intent. *Please refer to the attached checklists for both preliminary and final plats.*

**COMBINED PLAT FEE (permit and final plat): \$475.00 + \$10.00 per lot**  
**(MAKE CHECK PAYABLE TO GEM COUNTY)**

**COUNTY SURVEYOR FEE: \$1,000.00 Deposit**  
**(MAKE CHECK PAYABLE TO KELLER ASSOCIATES)**

√	Subdivision Ordinance Reference	REQUIREMENT	Complete (Date)	NOTES
	3-5	Completed and signed Master Public Hearing Application form		
		Letter of Intent (See page 5 for details)		
		1. One large copy of preliminary plat (After staff's review the applicant will be informed on how many plats to provide)		
		2. One large copy of final plat (After staff's review the applicant will be informed on how many plats to provide)		
		3. One 11"X17" copy of each plat		
	(Table 3-1)	Submit the elements listed in Table 3-1, "Subdivision Plan Elements" (Refer to attached list.)		
	3-5 (Table 3-2)	2. Submit all elements listed in Table 3-2, "Preliminary Construction Plan Elements"		
		<p>Water Rights Statement: Applicant must submit statement demonstrating how subject proposal will comply with ID Code 31-3805 (Delivery of Water)</p> <p><b>The Administrator will not waive this item unless:</b></p> <p style="padding-left: 40px;"><b>a. The parcel lies outside the boundaries of an irrigation district and you submit a letter stating that no surface water rights are assigned to the parcel; or</b></p> <p><b>The parcel lies within an irrigation district and you submit a letter from the district confirming the property has no surface water rights.</b></p>		
		Proof of Ownership. Attach a copy of your property deed (Quit Claim or Warranty).		
	6-1	Private Road application (If a private road is being proposed as part of the subdivision application, a "Private Road Name" application must be filed at the same time as the subdivision. This is required even if there is an existing 40-foot easement but there is no private road approval on file in the Development Services Department.)		

**Letter of intent: A narrative describing the intent of the project and address the following standards described in Gem County Code 12-3-7-5:**

1. Adequate provisions have been made for a domestic water supply system that meets or exceeds the adopted water quality standards within Gem County and the State of Idaho.
2. Adequate provisions have been made and approvals from the health authority sought for treatment of wastewater within the subdivision.
3. All areas of the proposed subdivision that may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.
4. The area proposed for the subdivision is zoned for the proposed use and the use conforms to other requirements found in this code and the comprehensive plan.
5. The applicant has made adequate plans to ensure that Gem County and its citizens will bear no more than their fair share of costs to provide services, by paying fees, furnishing land, or providing other mitigation measures for off site impacts to roads, parks, and other public facilities within Gem County.
6. The proposed subdivision complies with the design and improvement standards set forth in this title.
7. The proposed subdivision complies with all other standards set forth in this title or any other applicable ordinance or statute.

\*Note: Make sure to also include the required Water Rights Statement and address any waivers being requested within your Letter of Intent.

Table 3-1  
**Subdivision Plan Elements**  
**Preliminary Plat**

√	Elements Required	For Staff Use Only		
		Complete (Date)	Waived	Non-Applicable
	1. Name of subdivision, name and address of the applicant.			
	2. A vicinity map.			
	3. Existing/proposed zoning.			
	4. North arrow and scale. (1:40 preferred)			
	5. Metes and bounds description with dimensions of the site.			
	6. Acreage of the tract to the nearest tenth of an acre.			
	7. Location of existing structures and setbacks from proposed lot lines.			
	8. Location, width, and names of all existing or platted roads or other public ways within or immediately adjacent to the tract, including curbs, sidewalks and swales.			
	9. Location, sizes, elevations, and slopes of <u>existing</u> sewers and/or septic, water mains and/or wells, culverts, and other underground structures within the tract and adjacent thereto. Location, size and type of existing underground irrigation pipes/lines.			
	10. Location and size of <u>proposed</u> sewer lines and/or septic systems and water mains and/or wells.			
	11. All proposed roads (private and public). Show right-of-way width, sections, curbs, swales, and sidewalks.			
	12. Location, and size of proposed lots.			
	13. Any existing or proposed easements and right-of-way dedications.			
	14. Existing vegetation on the property (trees over 4" caliper and significant vegetation).			
	15. Streams, watercourses, wetlands, or floodplains.			
	16. Natural site drainage patterns and proposed modifications and/or handling of post-construction drainage. (A topography map is not required to demonstrate drainage patterns, unless otherwise determined by the Administrator on a case-by-case basis. If the property has existing ditches and/or natural drains that receive irrigation or storm water run-off from adjacent properties, said ditches must be clearly identified on the preliminary plat, including arrows showing direction of flow. The post-construction drainage patterns only need to be shown on lot sizes of 1 acre or less in size.			

<b>FINAL PLAT CHECKLIST</b>
-----------------------------

**PURPOSE:** Following approval of a standard or minor subdivision permit application or as part of a Combined Subdivision Application, applicant must apply for final plat review and approval.

**COPIES:** Submit one copy of the final plat for review and approval. After staff's review the applicant will be informed on how many copies to provide.

√	Subdivision Ordinance Reference	REQUIREMENT	Staff Use Only	
			Complete (Date)	NOTES
	<b>4-2</b>	Approved subdivision plan:		
		a. Compliance with conditions of approval,		
		b. Review of public dedication to streets, local government uses, utilities, rights of way, parks, and easements;		
		c. Agency certification for affected streets, water system, sanitary sewers, storm-water facilities, and other public improvements,		
		d. Compliance with requirements for final plats;		
		e. Submit digital copy of the final plat (.dwg format)		
	<b>4-3</b>	<b>Contents of Final Plats:</b>		
		a. Must meet form/content requirements		
	<b>A</b>	<b>Preparation Requirements; Survey and Monument Data:</b>		
		1. Shall be prepared by professional land surveyor, licensed in the State of Idaho		
		2. Survey shall show location of all necessary data required by this Ordinance. (Refer to ordinance for detailed information)		
	<b>B</b>	<b>Form of Standard/Minor Subdivision Plats</b>		
		1. Plat must be processed to standards defined by this Ordinance to assure permanent legibility		
		2. Vicinity map on the Title Sheet and a separate 8 ½" X 11" sheet that clearly identifies parcels within ½ mile		

<b>C</b>	<b>Content of Standard/Minor Subdivision Plat</b> 1. If subdividing land under one deed in phases, all land described by that deed shall be included in the boundaries of the preliminary plat and all land included within the phase being developed shall be shown on each final plat.		
<b>D</b>	<b>Road Location, Widths, Names:</b> Location of all existing/proposed roads, alleys or highways and road rights-of-way widths, shall be defined. Streets designated for private use or public dedication must be clearly labeled.		
<b>E</b>	<b>Easements and Other Rights-of-Way:</b> Easements for private or public use, and location of all easements to which the property is or will be subject, must be identified.		
<b>F</b>	<b>Adjoining Properties:</b> Parcels of all adjoining subdivisions must be identified by subdivision name and by the book and page of the filed plat. If no subdivision is adjoining, then the plat shall be marked "UNPLATTED" and the instrument number of the last recorded deed must be identified.		
<b>G</b>	<b>City or County Boundaries:</b> City or County boundaries adjoining subdivision shall be designated.		
<b>H</b>	<b>Required Statements:</b> 1. Owner's Statement; Offer of Dedication 2. Land Surveyor's Statement; 3. County Surveyor's Statement; 4. Board of County Commissioner's Statement; 5. County Recorder's Statement; 6. County Assessor's Statement; 7. County Treasurer's Statement; 8. Health Department Statement		
	<i>*Additional information may be required</i> Right to farm statement (when applicable)		
<b>4-4</b>	<b>Accompanying Data and Reports</b> 1. Improvement Agreements (See Chapter 5) 2. Soils Report 3. Title Guarantee 4. Deeds for off-site easements or rights of way 5. Computer Traverse Closures 6. Organizational Documents		



		7. Tax and Assessment Lien Certificates		
		8. Indemnity/Hold Harmless Agreement		
	<b>4-6</b>	<b>Final Plat Review</b>		
		Staff will review within 30 days of submittal		
		Plat shall conform with Idaho Code 50-1301 et seq., Plat and Vacations		
	<b>5-5</b>	<b>Dedications</b>		
		For plats dedicating land to Gem County where there is an existing lien or encumbrance against the property, submit proof that a Partial Reconveyance is approved by the lien holder or other necessary paperwork prior to Board signature of Final Plat.		
	<b>4-7</b>	<b>Final Plat Approval</b>		
		Upon satisfactory review, Administrator forwards plat to the Gem County Clerk with recommendation to submit to Board of County Commissioners for final approval.		
	<b>4-8</b>	<b>Recordation</b>		
		After the final plat is signed by the Board, the applicant shall have thirty (30) days to record the plat and any accompanying agreements with the Gem County Recorder.		

