



**PRE-APPLICATION CONFERENCE
REQUEST FORM**

*Applicant: Use this form to request a Pre-Application Conference with the Development Services Department for all Minor and Standard Subdivision applications. Pre-Application Conferences are required by ordinance for any subdivision in Gem County. Your requested meeting will be confirmed by e-mail within 7 days of submittal. **The attached checklist and 1 copy of a concept plan must be submitted with this form. No meeting will be scheduled until all required information is complete.***

Project/Subdivision Name:

Applicant/Contact Information:

Name: _____
Address: _____
Phone: _____
E-mail: _____

Property Owner Information

Name: _____
Address: _____
Phone: _____
E-mail: _____

Site Information:

Township: _____ Range: _____ Section: _____ ¼ Section: _____
Assessor Parcel #: _____
Total Acres: _____
Proposed Number of Lots: _____
Current Zoning: _____

Type of Application:

- Minor subdivision (4 lots or less)
- Standard subdivision (5 lots or more)

Please list all persons who will attend the pre-application conference:

Specific questions and/or issues you would like addressed at the meeting:



PRE-APPLICATION CHECKLIST
(Use this checklist PRIOR TO submittal of a Minor or Standard Subdivision Application)

PURPOSE: Prior to the submittal of any minor or standard subdivision permit application, the applicant shall have completed a pre-application conference. The numbers shown refer to sections of the Gem County Subdivision Ordinance.

			For Staff Use Only
√	Subdivision Ordinance Reference	REQUIREMENTS	COMMENTS
	3-2	Submit items listed under A-C below:	
	A	Pre-Application Conference Request Form	
	B	Proof of Ownership (Warranty Deed) – If deed describes more than one tract, specify which tract is being subdivided in the space below.	
	C	Concept Plan, including:	
		1. Vicinity/Plat Map 11"x17" (Must show all properties within ½ mile)	
		2. Adjacent Property Map (May be combined with Vicinity Map)	
		a. Existing buildings	
		b. Existing roads	
		c. Irrigation facilities	
		d. Other natural features (eg. creeks, slopes)	
		e. Contiguous parcels < 40 acres under same ownership	
		f. Proposed lots	
		g. Existing and proposed roads	
		h. Open Space (required in "R" zones)	
		i. Utilities/Services	
		j. Existing trees over 4" caliper in size	
		k. Existing buildings	
		l. Existing well(s) and septic drainfields	
		m. All Waterways	
		n. Floodplain	
		o. Wetlands	

PRE-APPLICATION CONFERENCE INFORMATION

(What to expect at your pre-application conference.)

PRE-APPLICATION CONFERENCE:

- Upon receipt of your pre-application conference request form, a meeting will be scheduled to be held within 30 days. The exact date will be confirmed within 7 days of submitting your request.

GENERAL LIST OF ITEMS TO BE REVIEWED DURING THE CONFERENCE:

- An overview of the subdivision process. (See Subdivision Ordinance 3-8).
- Overall design, lot sizes and street layout.
- Preliminary utility design.
- Comprehensive Plan Designation.
- Conformity with the Comprehensive Plan.
- Conformity with the Zoning Ordinance.
- Potential on site/off site improvements and/or mitigation.
- Landscaping and open space.
- Potential hillside or floodplain subdivision.
- See extended detail list on page 4 of this application.

NOTICE TO PROCEED:

- After the pre-application conference, the administrator will provide the applicant with a written “Notice To Proceed”, within 14 days.

PRE-APPLICATION MEETING NOTES:

- 1. Subdivision Process:**
- 2. Street/Lot design:**
- 3. Utilities:**
- 4. Comprehensive Plan:**
- 5. Zoning Ordinance:**
- 6. Landscaping/Open Space:**
- 7. Hillside/Floodplain:**
- 8. Fire:**
- 9. Health Department:**
- 10. Irrigation:**
- 11. Right - of- Way Encroachments:**
- 12. Wells (existing, shared, etc):**
- 13. Public & private streets (standards, addressing, etc) :**
- 14. Fees:**
- 15. Other/ Recording Process:**
- 16. Liens and Encumbrances:**
- 17. Area of City Impact:**