



**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 phone within 3 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: _____

Site Information:

Township: _____ Range: _____ Section: _____ ¼ Section: _____

Assessor Parcel #: _____

Total Acres: _____

Proposed Number of Lots: _____

Current Zoning: _____

Irrigation District: _____

Type of Application:

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

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.

√	Subdivision Ordinance Reference	REQUIREMENT	Staff Use Only		
			Complete (Date)	Waived (Minors Only)	Non-Applicable
	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 Map (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			
		3. Plat Map 11”x 17” copy (May be combined with Vicinity Map)			
		a. Proposed lots			
		b. Existing and proposed roads			
		c. Open Space (required in “R” zones)			
		d. Utilities/Services			
		e. Existing trees over 4” caliper in size			
		f. Existing buildings			
		g. Existing well(s) and septic drainfields			
		h. All Waterways			

		i. Floodplain			
		j. Wetlands			
		D	Pre-Application conference* (Scheduled maximum of 30 days from date of concept plan submittal). *May require more than one pre-application conference if proposed subdivision is extraordinarily complex or proposes large impacts to Gem County public services or staff.		
		E	Items to be reviewed at conference shall include, but are not limited to:		
	3-8		1. The subdivision process		
			2. Overall design, lot sizes and street layout		
			3. Preliminary utility design		
			4. Comprehensive Plan Designation		
			5. Conformity with Comp Plan		
			6. Conformity with Zoning Ordinance		
			7. Potential on site/off site improvements and/or mitigation		
			8. Landscaping and open space		
			9. Potential hillside or floodplain subdivision		
		F	Administrator provides applicant with written "Notice To Proceed" (Shall be mailed to applicant within 14 days within pre-app conference. Valid for a period of 120 days.)		
			1. Administrator must notify Applicant of timeline for submittal of application (May extend additional 90 days if conditions warrant. Applicant shall be required to resubmit application for pre-app conference if timeline expires.)		

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:**