



## STANDARD SUBDIVISION PRELIMINARY PLAT APPLICATION

### A. POINTS OF CONTACT:

**Engineer/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. Intended use/type of subdivision: \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Total gross acres: \_\_\_\_\_

5. Total net acres: \_\_\_\_\_

6. Number of lots: Buildable \_\_\_\_\_ Common \_\_\_\_\_ Total \_\_\_\_\_

7. Minimum lot size (width/depth/acres): \_\_\_\_\_

8. Are restrictive covenants proposed? \_\_\_\_\_

9. State nature of dedications/easements to the public: \_\_\_\_\_

10. Will you be applying for any variances? If yes, explain: \_\_\_\_\_

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

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12. Describe provisions for required improvements, (i.e. type, source, entity or provider):
- a. Streets 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. Street lights \_\_\_\_\_
  - f. Gas \_\_\_\_\_
  - g. Power \_\_\_\_\_
  - h. Fire protection \_\_\_\_\_
  - i. Open space/parks \_\_\_\_\_
  - j. Fire Suppression Tanks \_\_\_\_\_

**\*Please fill in the chart below \***

	<b>COMP PLAN DESIGNATION</b>	<b>ZONING DESIGNATION</b>	<b>LAND USE (i.e. pasture, single-family residential, commercial)</b>
<b>North of subject site</b>			
<b>South of subject site</b>			
<b>East of subject site</b>			
<b>West of subject site</b>			



**PRELIMINARY PLAT STANDARD SUBDIVISION  
CHECKLIST**

**PURPOSE:** To provide an orderly and expeditious process for applications for subdivision permits for Standard Subdivisions in accordance with the Gem County Subdivision Ordinance. The Standard Subdivision process is used for all subdivisions creating 5 or more lots and/or if the subdivision lies within a floodplain or on a hillside. (See page 7 for special development requirements). Every item on the checklist must be provided unless a waiver is requested in writing. Submit a letter to the Administrator identifying the specific item requesting to be waived and the reason for request, a written response will be issued before filing the application.

**STANDARD SUBDIVISION PERMIT FEE:** \$1210.00 + \$10 per lot (MAKE CHECK PAYABLE TO GEM COUNTY)

**COUNTY ENGINEER DEPOSIT:** \$1800.00 + \$20.00 per lot (MAKE CHECK PAYABLE TO KELLER ASSOCIATES)

\*For properties within the Area of City Impact and within 1 mile of the corporate limits of the City of Emmett: City Engineer Deposit – Meet with the Superintendent of Public Works to determine deposit amount (365-9569) (Receipt must be submitted with application)

The applicant is responsible to pay any additional County or City Engineer fees that are associated with the application that are not covered by the deposit.

				Staff Use Only		
√	Subdivision Ordinance Reference		REQUIREMENT	Complete (Date)	Waived	Non-Applicable
	3-6	A	Completed and signed Master Public Hearing Application form			
		B	Completed and signed Neighborhood Meeting form			
		C	Names/addresses of property owners within 300' of exterior boundaries of proposed subdivision (Prepared by GCDS staff or Assessor's Office)			
		D	1. One copy of subdivision plat )after staff's review, the applicant will be informed of the total number of copies to provide)			
			2. One digital copy of plat (.dwg format preferred)			
			3. One 11"X17" copy of the plat			
	Table 3-1	E	Submit the elements listed in Table 3-1, "Subdivision Plan Elements" (Refer to attached checklist.)			

	<b>Table 3-2</b>	F	Submit the elements listed in Table 3-2, "Preliminary Construction Plan Elements" (Refer to attached checklist.)			
			a. Licensed Civil Engineer stamp on plans			
		G	Water Rights Statement: Applicant must submit statement demonstrating how subject proposal will comply with ID Code 31-3805 (Delivery of Water) <b>The Administrator will not waive this item unless:</b> <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> <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>			
			1. Address water quantity adequacy to meet proposed agricultural, domestic and landscape needs or if additional rights will be sought			
			2. Address existing surface or groundwater rights			
	<b>1-12</b>	H	Request for Exception (if applicable). This statement must comply with Section 1-12 of Subdivision Ordinance.			
		I	Proof of Ownership. Attach a copy of your property deed, option agreement or title report.			
		J	Letter of Intent (See page 6)			
		K	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.			
		L	(Staff only) – Verify "Notice to Proceed"			

√	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 streets 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 septs, 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. Location of existing and proposed streetlights.			
	12. All proposed streets (private and public). Show right-of-way width, sections, curbs, swales, and sidewalks.			
	13. Location, dimensions, and area of all parcels of land to be set aside for parks, pathways, open space, or other public use or for the use of property owners in the subdivision			
	14. Location, and size of proposed lots.			
	15. Any existing or proposed easements and right-of-way dedications.			
	16. Development phases, or stages, if the project will be built over several years.			
	17. Existing vegetation on the property (trees over 4" caliper and significant vegetation).			
	18. Streams, watercourses, wetlands, or floodplains.			
	19. Proposed street names.			
	20. Topography shall be shown at an appropriate contour interval. Contour lines shall be shown at minimum of 300 feet beyond the proposed boundary lines. Slopes of over 5 percent shall be shown in 5-foot intervals.			
	21. Data table showing number of lots, amount of open space, density in lots per acre, and average lot size.			
	22. Natural site drainage patterns and proposed modifications and/or handling of post-construction drainage.			

√	Table 3-2 Construction Plan Elements	For Staff Use Only		
	ELEMENTS REQUIRED	Completed	Waived	Non-Applicable
	1. Proposed preliminary utility infrastructure plans, including sewer, septic, water, and storm water			
	2. Soil erosion and sediment control plan if required by the County Engineer.			
	3. Street and paving cross-sections. Indicate slopes in excess of 5 percent.			
	4. Proposed street names.			
	5. Street lighting plans.			
	6. Pedestrian circulation plans (if less than 5-acre lots)			
	7. Preliminary right-of-way landscape plan			
	8. Traffic studies, if required by the County Engineer <sup>2</sup>			
	9. Areas of cuts or fills of more than 4 feet.			
	10. Fire suppression systems (i.e. tanks, hydrants, etc)			

**Letter of intent: A narrative describing the intent of the project and address the following standards described in Gem County Code 12-3-8-6:**

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. Proposed streets are consistent with the transportation element of the comprehensive plan and meet Gem County road and bridge department standards.
4. 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.
5. 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.
6. 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 streets, parks, and other public facilities within Gem County.
7. The proposed subdivision complies with the design and improvement standards set forth in this title.
8. The proposed subdivision, when applicable, meets any standards for subdivision in floodplain or hillside areas.
9. The proposed subdivision complies with all other standards set forth in this title or any other applicable ordinance or statute.

**SPECIAL DEVELOPMENT SUBDIVISIONS**

(i.e. hillside and floodplain)

Please refer to Chapter 7 of the Gem County Subdivision Ordinance for the requirements of special developments.

**HILLSIDE DEVELOPMENT**

√	ELEMENTS REQUIRED	For Staff Use Only		
		Completed	Waived	Non-Applicable
	1. Soil report prepared by a licensed engineer			
	2. Geology report prepared by a licensed engineer.			
	3. Hydrology report prepared by a licensed engineer.			
	4. Grading plan.			

**FLOODPLAIN DEVELOPMENT**

√	ELEMENTS REQUIRED	For Staff Use Only		
		Completed	Waived	Non-Applicable
	1. Development plan showing: <ul style="list-style-type: none"> <li>• Location of all planned improvements</li> <li>• Location of the floodway and the floodway fringe per engineering practices as specified by the Army Corps of Engineers</li> <li>• Location of the present water channel</li> <li>• Any planned rerouting of waterways or floodways</li> <li>• All major drainage ways</li> <li>• Areas of frequent flooding</li> <li>• Means of flood proofing buildings</li> <li>• Means of insuring loans for improvements within the floodplain.</li> </ul>			
	2. Letter of Justification for development ( <b>Refer to Chapter 7-7 B</b> )			