



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



FINAL PLAT APPLICATION CHECKLIST

PURPOSE: Following approval of a standard subdivision permit (preliminary plat) application, applicant must apply for final plat review and approval. Also, if a minor subdivision was approved as a preliminary only (not a combined subdivision), a final plat must be filed.

COPIES: Submit one (1) copy of the final plat for initial review for completeness. After staff's review, the applicant will be informed on how many copies of the plat to provide.

FINAL PLAT FEE: \$500.00 + \$10 per lot (MAKE CHECK PAYABLE TO GEM COUNTY)

COUNTY SURVEYOR DEPOSIT: \$120.00 + \$25.00 per lot (MAKE CHECK PAYABLE TO KELLER ASSOCIATES)

√	Subdivision Ordinance Reference	REQUIREMENT		Staff Use Only	
				Complete (Date)	Notes
		1.	a. Completed and signed Master Public Hearing Application form		
			b. Legal description of the subject property (Lot, Block, and Subdivision name if located in a recorded subdivision OR a metes and bounds legal description of the property if not in a subdivision)		
			c. Recorded warranty deed for the subject property		
			d. Scaled vicinity map showing the location of the subject property (if this is a phased development, show this phase in relation to previously approved phases)		
			e. Narrative fully describing the proposed project: A statement of conformance with the approved preliminary plat and meeting all requirements or conditions thereof. If not in conformance, describe the proposed changes and why they are needed. A statement of conformance with acceptable engineering, architectural and surveying practices and local standards.		
			f. Copy of approved preliminary plat (8 1/2" x 11")		
			g. Submit digital copy of the final plat (either .dwg or .jpg format)		

		h. Final engineering construction drawings for streets, water, sewer, sidewalks, irrigation and other public improvements. These must be stamped and signed by a registered engineer/surveyor in the State of Idaho (3 copies)		
		i. Reduction of the final plat (8 ½" x 11")		
		j. Landscape plan –3 copies (folded to 8 ½" x 11" size) –if applicable		
4-3	1.	Contents of Final Plats: (Please refer to the relevant ordinance section for detailed explanation of each item)		
		a. Must meet form/content requirements		
A		Preparation Requirements; Survey and Monument Data:		
		1. Shall be prepared by professional land surveyor;		
		2. Survey shall show location of all necessary data required by this Ordinance.		
B		Form of Standard/Minor Subdivision Plats		
		1. Plat must be processed to standards defined by this Ordinance to assure permanent legibility		
		2. Vicinity map		
C		Street Location, Widths, Names:		
		Location of all existing/proposed streets, alleys or highways and street rights-of-way widths, shall be defined. Streets designated for private use or public dedication must be clearly labeled.		
D		Easements and Other Rights-of-Way:		
		Easements for private or public use, and location of all easements to which the property is or will be subject, must be identified.		
E		Adjoining Properties:		
		Parcels of all adjoining subdivisions must be identified and labeled.		
F		City or County Boundaries:		
		City or County boundaries adjoining subdivision shall be designated.		
G		Required Statements:		
		1. Land Surveyor's Statement;		
		2. County Surveyor's Statement;		
		3. Board of County Commissioner's Statement;		
		4. County Recorder's Statement;		
		5. County Engineer's Statement;		
		6. County Assessor's Statement		
		7. County Treasurer's Statement		
		8. Health Department Statement		

			<i>*Additional information may be required</i>		
	4-4		Accompanying Data and Reports		
			1. Plans, reports and supporting documents will be submitted with Final Minor or Standard Subdivision Plat.		
			2. Improvement Agreements (See Chapter 5)		
			3. Soils Report		
			4. Title Guarantee		
			5. Deeds for off-site easements or rights of way		
			6. Computer Traverse Closures		
			7. Organizational Documents		
			8. Tax and Assessment Lien Certificates		
	4-6		Final Plat Review		
		1.	Staff will review within 30 days of submittal		
		2.	Plat shall conform with Idaho Code 50-1301 et seq., Plat and Vacations		
	4-7		Final Plat Approval		
			Upon satisfactory review, Administrator forwards plat to the Gem County Clerk with recommendation to submit to Board of County Commissioners for final approval.		
	4-8		Recordation		
			After the final plat is signed by the Board, the applicant shall have thirty (30) days to record the plat with the Gem County Recorder.		

**GEM COUNTY
INDEMNITY/HOLD HARMLESS STATEMENT**

I, _____, hereby state that I will defend, indemnify, and hold harmless Gem County, its agents, officers, and employees from any claim, action, or proceeding against Gem County or its agents, officers, employees to attack, set aside, void, or annul the approval of the subdivision by Gem County. I understand that Gem County will promptly notify me of any claim, action or proceeding and will cooperate fully in the defense of such claim, action, or proceeding. Nothing contained in this agreement prohibits Gem County from participating in the defense of any claim, action, or proceeding, if Gem County bears its own attorney's fees and costs and defends the action in good faith.

_____/_____/_____
(Owner signature) (Date)