



# ELMORE COUNTY LAND USE & BUILDING DEPARTMENT

520 E 2<sup>nd</sup> South – Mountain Home, ID 83647 – (208) 587-2142

www.elmorecounty.org

## Preliminary Plat Application

**We are unable to accept facsimile copies.** (Subdivisions under 5 lots with no new streets, major widening of existing streets, that have no public improvements, or is not a special development **MAY** be considered as both a preliminary and final plat.)

**Application Must be completed in INK.** Please use addition sheets of paper if necessary.

The Preliminary Plat Application must be in compliance with Chapter 28 of the Elmore County Zoning and Development Ordinance.

Preliminary Plats are required to have a pre-application meeting prior to submittal. 1 copy of all proposed plans and exhibits are required for a pre-application meeting. Pre-application meetings are by appointment only.

### 1. GENERAL INFORMATION

a. Name of subdivision: \_\_\_\_\_

Note: All subdivision names must be approved by the Elmore County Assessor.

b. Name, address, and daytime phone numbers of all property owners (including lien holders):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Names, addresses, and phone numbers of developers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Names, addresses, and phone numbers of surveyor and/or engineer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Legal description of subdivision:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Common direction to get to subdivision from a known point:

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g. Total contiguous acreage owned by subdivider and/or developer: \_\_\_\_\_

h. Adjacent property owned by owner(s) and/or developer (number of acres): \_\_\_\_\_

i. Distance the closest part of subdivision is to incorporated city: \_\_\_\_\_

j. Current zoning: \_\_\_\_\_ k. Overlay Zone(s): \_\_\_\_\_

l. Authorized use (Case Number) granting right to subdivide: \_\_\_\_\_

m. Elmore County Assessor Parcel number: \_\_\_\_\_

2. SUBDIVISION FEATURES

a. Total area (acres): \_\_\_\_\_ Area (%) open space \_\_\_\_\_

Number of lots: \_\_\_\_\_ Number of buildable lots \_\_\_\_\_

b. Type of subdivision:  regular  residential cluster  commercial  industrial

c. Minimum lot size: width: \_\_\_\_\_ depth: \_\_\_\_\_ acres: \_\_\_\_\_

d. Maximum lot size: width: \_\_\_\_\_ depth: \_\_\_\_\_ acres: \_\_\_\_\_

3. IMPROVEMENTS

a. Proposed streets: (Must meet highway district standard) Highway District: \_\_\_\_\_

paved  private  barrow pit

curb  sidewalk

b. Existing streets:

paved  graveled  private

curb  barrow pit  sidewalk

c. street lights:  yes  no

d. Sewer system  public  private septic tanks  central system

other: \_\_\_\_\_

e. Water system  individual wells  central water system

other: \_\_\_\_\_

f. Storm water drainage: \_\_\_\_\_

g. Power:  underground  overhead

h. Gas:  yes  no

i. Proposed fire protection program (district if applicable) : \_\_\_\_\_

j. Property in flood plain:  yes  no Flood Insurance Rate Map # \_\_\_\_\_

4. **BUILDING PROGRAM:**  single family dwelling  duplex  multi-family  commercial

5. **REQUIRED INFORMATION** (this may be used a checklist)

Note: All maps, drawings, plats, etcetera, shall be drawn to a professional standard

A. \_\_\_\_\_ 15 paper copies 24 X 36" of **plat** (scale of not less than 1" equals 100') and 1 – 8.5 X 11" reduction to include but not limited to the following specifications: (This may be included or combined with other plans provided no confusion occurs on the plans)

- Boundary of subdivision based on an actual survey. The plat must be signed by a licensed professional land survey to certify that boundary is correct.
- Name of the property owner
- Name, address, and phone number of developer and engineer / surveyor.
- Name of the proposed subdivision
- Date, graphic scale, north arrow, vicinity map, Section, Township, and Range
- Ties to all controlling corners
- Names and boundary lines of neighboring subdivisions, names and boundary lines of owners of neighboring property owners
- The name, location, width, direction of slope, centerline of right of way of all existing and proposed public streets and private roads
- Proposed offsite improvements pertaining to streets, water supply, sanitary sewer systems, storm water systems, fire protection facilities and proposed utilities
- Lot layout with lot and block numbers, all lot dimensions, and lot area in square feet or acres.
- Areas of special use, such as parks and schools, shall be appropriately labeled.
- All existing and future easements
- All existing structures and addresses

B. \_\_\_\_\_ Copy of Pre-Application meeting notes.

C. \_\_\_\_\_ One (1) copy of proposed restrictive covenants (CC&Rs), if applicable

D. \_\_\_\_\_ A site report as required by the Health Department

E. \_\_\_\_\_ 8 ½" x 11" reduction of a **vicinity map** showing relationship of proposed plat and entire development to surrounding area (scale of ½ mile minimum optimal)

F. \_\_\_\_\_ 15 – copies of a topographical map showing topography at 2' intervals if land slope is greater than 10%, lines at 5' intervals if land slope is 10% or less, and 1 – 8 ½' x 11' reduction (This may be included or combined with other plans provided no confusion occurs on the plans)

G. \_\_\_\_\_ **Phasing Plan** (if applicable.) (This may be included or combined with other plans provided no confusion occurs on the plans)

- H. \_\_\_\_ Copy of Neighborhood Meeting sign in sheet and verification
- I. \_\_\_\_ Copy of plat in digital form
- J. \_\_\_\_ 15 copies of the **Natural Features Analysis** as specified in Section 6-28-3-D of the Elmore County Zoning and Development Ordinance. (This may be included or combined with other plans provided no confusion occurs on the plans)
- K. \_\_\_\_ If irrigation rights exist on the property the applicant shall submit 15 copies of an **irrigation plan** that is consistent with Idaho Code Section 31-3805 (This may be included or combined with other plans provided no confusion occurs on the plans)
- L. \_\_\_\_ 15 Copies of the **Drainage Plan** as specified in Section 6-28-11-C of the Elmore County Zoning and Development Ordinance (This may be included or combined with other plans provided no confusion occurs on the plans)
- M. \_\_\_\_ Copy of FCO granting approval to subdivide property
- N. Special development Status:
  - Hillside Subdivision
  - Mobile Home Development
  - Large Scale Development
  - Cemeteries
  - Subdivision within Area of Critical Concern
  - Subdivision or part of subdivision within a floodplain
  - Subdivision is within Area of City Impact

The Land Use & Building Department Director and/or County Engineer may require additional information for special developments.

**NOTICE TO APPLICANT**

This application must be submitted to the Land Use & Building Department complete with all required information. This application will be referred to the Elmore County Planning and Zoning Commission for its consideration.

• Failure to file and obtain certification of the acceptance of the final plat application by the Board of County Commissioners within two (2) years after Commission action on the preliminary plat shall cause all approvals of said preliminary plat to be null and void, unless an extension of time is applied for and granted by the Commission. \_\_\_\_\_ (initial)

• Preliminary Plat applications are subject to review and approval by the Elmore County Surveyor. The Elmore County Surveyor is a consultant for the County. By signing and initialing this application you affirm that you the developer and/or property will pay all fees incurred by the County Engineer or any other consultant of Elmore County \_\_\_\_\_ (initial)

The applicant hereby certifies the application is complete and all information contained herein is true and correct. The applicant hereby agrees to pay the fee established by the Board of County Commissioners and agrees to pay any additional fees (attorney, consultant, etc.) The initial applicant understands he/she/they or a representative who can legally bind the applicant with his/her/their statements must be at the meeting on which agenda the application is placed to answer any questions the Commission or citizens may have. The applicant understands there could be a delay in decision if the application is incomplete and/or if there is no representative for the applicant at the meeting.

Land Use & Building Department's acceptance of the application and/or fee does not imply the application is complete, correct, or accurate. You will be notified by mail when the application is deemed complete and date the public hearing is scheduled.

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Signature of Developer/Applicant                      Date

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Signature of Property Owner                              Date

Agency Signatures on next sheet.

**Agency Comments & Signatures**

Notes for agency signatures.

1. It is recommended that applicants set up appointments with the following agencies once the application is complete with all required information.
2. Agency signature does not guarantee any future approvals.
3. Agencies may attach additional sheets of paper for comment and/or conditions if necessary.
4. Agencies may have additional comments and/or conditions at a later time.

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• Central District Health (or other Sewer District) Sewer Permit (580-6003) Date  
Comment: \_\_\_\_\_

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• Roadway Jurisdiction (MHHD 587-3211) (GFHD 366-7744) (AHD 864-2115) Date  
Comment: \_\_\_\_\_

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• Fire District (MHRFD 587-2117) (Oasis 796-2115) (GFFD 366-2689) (BGRFD 834-2511) (AFD 2182) Date  
Comments: \_\_\_\_\_

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• Assessor's Office (Verify Legal Description) (ext. 247) Date  
Comments: \_\_\_\_\_

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• Treasurer's Office (Verify Tax Status) (ext. 501) Date  
Comments: \_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

Date of Acceptance \_\_\_\_\_ Accepted by \_\_\_\_\_

SUB FEE: \$900.00 + \$10.00 a lot + \$1000.00 Deposit = Fee \$\_\_\_\_\_.

Case# SUB-\_\_\_\_\_ (  Pd ) Receipt # \_\_\_\_\_