



**Elmore County Land Use & Building Department**  
**520 East 2<sup>nd</sup> South Street, Mountain Home, Idaho 83647**  
**FINAL PLAT APPLICATION**

**SUBDIVISION NAME** \_\_\_\_\_

**We are unable to accept facsimile copies.**

**FINAL PLAT CHECK LIST**

- \_\_\_\_\_ 1. Plat complies with Conditional Use Permit issued by Elmore County including any additional conditions placed on subdivision.
- \_\_\_\_\_ 2. Final Plat submitted has no substantial changes from approved Preliminary Plat and complies with Title 50, Chapter 13 Idaho Code.
- \_\_\_\_\_ 3. Point of beginning of subdivision description tied to at least two (2) government survey corners, or in lieu of government survey corners, to monuments; recognized by the County Surveyor.
- \_\_\_\_\_ 4. Location and description of monuments;
- \_\_\_\_\_ 5. Tract boundary lines, property lines, property dimensions, property acreage, lot lines, lot dimensions, acreage of each lot, street rights-of-way and center lines, other rights-of-way and easements; all with accurate dimensions in feet and decimals thereof, bearings in degrees, minutes, and radii, arcs, central angles, tangents, and chord lengths of all curves to the above accuracy;
- \_\_\_\_\_ 6. Where subdivision does not abut an approved road, 60' road easement inside subdivision.
- \_\_\_\_\_ 7. Names and locations of adjoining subdivisions.
- \_\_\_\_\_ 8. Location, dimension, and purpose of all easements.
- \_\_\_\_\_ 9. Blocks numbered consecutively throughout the entire subdivision and lots numbered consecutively throughout each block, with areas to be excluded from platting marked "Reserved" or "Not a Part" or "Exclusion"
- \_\_\_\_\_ 10. The outline of any property, other than streets or alleys, which is offered for dedication to public use fully dimensioned by lengths, bearings, and acreage with the area marked "Public" and showing the proposed use.
- \_\_\_\_\_ 11. A title which shall include the name of the subdivision, name of city, if applicable, county, and state, and the location and description of the subdivision referenced to section, township, and range.
- \_\_\_\_\_ 12. Scale, north arrow, and date.
- \_\_\_\_\_ 13. Location, width, and approved names of all existing, dedicated, and/or private streets or other public ways within or adjacent to the proposed subdivision.
- \_\_\_\_\_ 14. Sanitary restriction.
- \_\_\_\_\_ 15. A provision in the owner certificate, or other location, referencing the County Recorder's instrument number where the protective covenants governing the subdivision are recorded.

<p><b>OFFICE USE ONLY:</b>  Date received: _____  Accepted by: _____  Final Plat Fee: <u>\$200.00+ \$10 per lot+Deposit</u>  + Con Fee  Receipt No: _____</p>
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The owner and applicant verifies that this application is complete and that all information contained herein is true and correct to the best of their knowledge.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FINAL PLAT PROCEDURES**

1. When all conditions of a Conditional Use Permit, if applicable, and preliminary plat approval have been met, the developer brings a full size paper copy of the final plat to the Administrator for review, files a Final Plat Application and pays the fee.
2. After the Director accepts the paper copy of the final plat, the developer takes one paper copy of the plat to the County Engineer. When the Engineer has given his/her approval the developer gives another paper copy of the plat and signature sheet to the Elmore County Assessor's Office for review. When approval has been obtained by the County Engineer and County Assessor's Office, the developer has two (2) mylars inclusive of all pages made of the Final Plat. These mylars shall include all conditions of approval listed on the Conditional Use Permit, preliminary plat, and anything additional required by the County Engineer.
3. The developer submits 15 full size paper copies and one reduced 8 ½ x 11 paper copy of the plat and signature sheet to the Land Use & Building Department. Submit these after the Engineer and Assessor have reviewed and approved the plat.
4. To complete the process, the developer obtains all signatures on the mylar copies of the signature sheet, excluding The Planning and Zoning Commission, County Commissioners, and County Recorder. If the subdivision is within an Area of City Impact the signatures of the City Clerk and City Engineer will also be required. The developer then brings the signed mylars to the Land Use & Building Department for the signatures of the Chairman of the Planning and Zoning Commission and Board of County Commissioners.
5. The Administrator will notify the developer when the mylar representation of the plat has been signed by the Chairman of the Board of County Commissioners. The developer will then obtain the County Recorder's signature in the Recorder's Office located in the County Court House. See attached sheet showing requirements for recording your subdivision plat.
6. Idaho State Code Title 50-1316 reads: PENALTY FOR SELLING UNPLATTED LOTS. Any person who shall dispose of or offer for sale any lots in any city or county until the plat thereof has been duly acknowledged and recorded, as provided in sections 50-1301 through 50-1325, shall forfeit and pay one hundred dollars (\$100) for each lot and part of a lot sold or disposed of or offered for sale.