



Application for Final Plat  
Filing Fee: \$500.00 & \$15.00 for each lot on plat

Applicant Information		
Representing Company:		
Contact Name:	Phone:	
Address:	Fax:	
City:	State:	Zip:
Email:		
Owner/Developer Information (if other than applicant)		
Name:	Phone:	
Address:	Fax:	
City:	State:	Zip:
Email:		
Property Owner Information for Development Agreement		
Form of Business Entity (check one):		
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Other		
State of Incorporation/Principal Place of Business:		
Authorized Signator	Name:	
	Office:	
Names of Corporate Guarantors if Applicable		
Fees		
Application Fee: \$ 500.00 & \$15.00 per lot on plat. Plat submittals which exceed three City Department reviews will be charged a \$150.00 & \$5.00 per lot resubmittal fee. Engineering Improvement Drawings: \$350.00. Improvement Drawings will be charged a separate \$150.00 resubmittal fee.		

Planning Information				
Project Name:				
Project Location:				
Current Zone(s):			Proposed Zone:	
Comprehensive Land Map Use Designation:				
Gross Area (total acres):				
Existing Property Use(s):				
Proposed Land Use(s)				
Neighborhood Meeting				
Will a neighborhood meeting be held prior to the Planning Commission meeting? If so, list date, time, and location.				
Amenities Provided				
Type of Development				
	Number of Lots	Proposed Zoning	Net Density/Residential	Use/Commercial
Single-Family				
Multi-Family				
Limited Commercial				
Industrial				
Common Space				
Other				
Describe if "other"				
Signature of Applicant(s)				
			Date:	
			Date:	

## Checklist

- Completed Application Form.
- Application Filing Fee.
- Affidavit of Legal Interest.
- Legal Description in MS Word format emailed to the City.
- Traffic study, if required.
- Guarantee of Completion.
- Subdivision Title Guarantee and Report.
- Copies of any easements of other covenants which run with the land.
- Copies of any private restrictions that will be proposed to be recorded for purposes of regulating development.
- Digital file of plat in .dxf or .dwg format emailed to the City.
- Engineering Improvement Drawings. It is the owner/developer or designee's responsibility to coordinate the design and installation of utility infrastructure with all utilities.
- Any other information deemed necessary by the Community Development Services Director to determine compliance with the provision of the City Ordinance.

## Required Attachments

**Affidavit of Legal Interest:** To be signed by the property owner(s) if the application will be represented by someone other than the property owner.

**Legal Description:** May be required to include adjacent right-of-way: Please submit the attached legal description form to the Community Development Services Department and email the legal description(s) in an electronic format (MS Word) to the City. The legal description(s) will be forwarded to City Departments for review for any necessary corrections. If this is not done in a timely manner, it could delay legal publication and your project could be rescheduled for a future Planning Commission meeting.

**Electronic format (MS Word) of legal description emailed to the City.**

**Traffic Study/Trip Generation:** As required by the *Access Management Plan* and based upon the *Trip Generation Manual*, by the Institute of Transportation Engineers, calculate the anticipated PM peak hour trips generated by the proposed plat. If the anticipated trips exceed 100 PM peak hour trips a traffic study may be required. If the anticipated trips exceed 200 PM hour trips a traffic study is required. Traffic counts and traffic volumes, as studied at the time of submittal of the plans, may dictate left-turn lanes, right-turn lanes, or additional widening at intersections for facilitate the movement of vehicles, pedestrians and cyclists.

**Guarantee of Completion:** The developer of a subdivision within the City shall be required to construct and install all public improvements as required by the development agreement and the approved improvement drawings for each subdivision or division thereof prior to the issuance of any building permit for said subdivision or produce a guarantee of completion. This guarantee of completion shall be provided in lieu of completing all infrastructure improvements prior to issuance of building permits within a subdivision as required in the City of Idaho Falls development agreements.

**Subdivision Title Guarantee & Report:** The applicant hereby agrees to provide a Subdivision Guarantee, in the amount of not less than \$1000.00, as assurance to the City of Idaho Falls that the owners of the property are duly authorized to sign the plat. The Subdivision Guarantee shall be delivered to the City upon Application for Final Plat. Once a completed, fully executed, and City Accepted Final Plat is ready, the Title Company shall record the plat and shall provide a Date Down Assurance to the City.

**Digital File of Plat:** Please submit a copy of the plat in an electronic format, .dxf or .dwg, by email to the City.

**Development Agreement Standard Terms and Conditions:** The Development Agreement will be with the property owner (authorized signator) at the time of annexation. The Development Agreement contains the standard terms and conditions for all Development Agreements. **No deviations will be allowed from the standard terms and conditions in the form development agreement.** A sample Development Agreement Standard Terms and Conditions can be viewed at the City's website. A signed agreement is required prior to the annexation being scheduled for a Council agenda.

**Development Agreement Special Conditions:** A sample Special Conditions document is provided and is generally included as an exhibit to the Development Agreement. Your Special Conditions exhibit should be uniquely drafted to fit the particular circumstances of your subdivision. Contact the Assistant Public Works Director regarding any questions about Special Conditions associated with your development. **Please submit the Special Conditions exhibit in an electronic format (MS Word) by email to the City.**

**[ ] Electronic format (MS Word) Special Conditions exhibit emailed to the City.**

**Plat Preparation:**

- [ ] The plat shall be prepared according to the minimum standards outlined in the City of Idaho Falls Subdivision Ordinance.
- [ ] The plat shall be prepared in accordance with the requirements of Idaho Code, Title 50, Chapter 13.
- [ ] The plat shall have dimensions of 18" by 24". Mylar copies for recording shall be 18" x 27".
- [ ] All lines, demarcation and text on the finished drawing shall be clearly legible. Minimum line thickness shall be 0.006" (0.152 mm). Minimum test size shall be 0.08" (2.03 mm) if all uppercase or 0.10" (2.54 mm) if it includes lowercase letters. Existing and proposed easements shall each have a unique line type. Grayscale lines and shading are not allowed.
- [ ] The plat shall be so drawn that the top of the sheet either faces north or west, preferably north, whichever accommodates the drawing best. The plat shall be drawn to one of the following standard scales, or as approved by the City: 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60', or 1" = 100'.
- [ ] In the event that any subdivision is of such magnitude that the drawing or diagram cannot be placed on a single sheet, serially numbered sheets shall be prepared and match lines shall be indicated on the drawing or diagram with appropriate references to other sheets. The required dedications, acknowledgements and certifications shall appear on one of the serially numbered sheets.
- [ ] The description and location of all monuments shall be shown. Monuments as directed by the City Surveyor, conforming to City standards, and installed to City Standards shall be set at centerline points of curves and points of tangency, centerline points of intersection of streets, and any subdivision boundary points which fall in the paved area of the streets and shall be existing at the time of the City's final acceptance of the street improvements.
- [ ] The monuments shall comply with Sections 50-1303 and or 54-1227 of the Idaho Code unless special circumstances preclude the use of such monuments in which case the monument must be at minimum magnetically locatable and permanently marked with the license number of the professional land surveyor responsible for placing the monument. All monuments must be at least ¼" below the surface of all traveled ways out of the reach of snow plowing equipment and not creating a tripping hazard. If the monument is to be in a concrete driveway or sidewalk then the monument must be sealed in such a way to prevent damage caused by water penetration. These points shall be existing prior to issuance of a building permit.

**Plat Preparation (cont.):**

- [ ] No plat showing a plus or minus distance will be accepted.
- [ ] All bearings shall conform to the City of Idaho Falls datum. All points requiring monuments shall, if directed by the City Surveyor, have coordinates on said point based on the State Plane Ground Coordinate System, Idaho Falls datum, shown on said plat. A definite tie between not less than two (2) prominent points shall be shown between the exterior boundary of the subdivision and the Public Land Survey System and as supplemented by the City and County, indicated by bearing and distance, and coordinates if directed by the City Surveyor. The final plat shall be submitted to the City Surveyor along with computation sheets showing coordinates and closures on the City's Coordinate System if requested to do so by the city Surveyor.
- [ ] The primary information on the plat is the surveyor's measured bearings and distances. If there is a variation between the measurements shown and the record information contained in adjoining plats or deeds, then also include the record information with it clearly identified as such and referencing the source.
- [ ] All linear dimensions shall be calculated to the nearest one hundredth (.01) of a foot and all bearings shall be calculated to one second (01") of arc. All curves shall be defined by the radius, central angle (delta), arc length, chord bearing and chord distances.
- [ ] All lots shall be numbered by progressive numbers in each block separately. Block shall also be numbered, as described in Section 50-1304 of the Idaho Code.

**Information Required on Final Plat:**

- [ ] The name of the proposed subdivision shall be set forth in bold letters at the top of the sheet. The title shall also include the name of the city, county and state and the designation of the ¼ section, township and range in which the subdivision is located. The name of the subdivision must not bear the name of any other similar town or addition in the county, nor can the same word or words similar or pronounced the same, be used making a name for said addition, except the words City, Place, Court, Addition or similar words, unless the same is contiguous and laid out and platted by the same party or parties platting the addition bearing the same name, or a party files and records the written consent of the party or parties who platted the addition bearing the same name. All plats of the same name must continue the block numbers of the plat previously filed.
- [ ] Subdivision boundary legal description.
- [ ] The north arrow, graphic scale, and date.
- [ ] The boundaries must be accurately drawn showing the proper bearings and dimensions of all boundary lines of the subdivision. These lines should be slightly heavier than street and lot lines.
- [ ] Any sites proposed for parks, playgrounds, schools, churches or other public uses.
- [ ] The location, and when applicable, the dimensions of other features such as railroad lines, water courses, canals, irrigation and drainage ditches, existing easements, bridges, culverts and exceptional topography, within and contiguous to the tract to be subdivided.
- [ ] Existing easements with a label that indicates "existing" easement type, width and grantee and including the phrase, "pursuant to" instrument number and date or recording. Show the relationship of the easement to the plat.
- [ ] The location, widths, lengths, bearings, curve data on center lines, and other required dimensions of all proposed streets, alleys, and easements desired or necessary; also the boundaries, bearings, and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public. The sizes, lines, dimensions, bearings, area to the thousandth of an acre and number of all lots, blocks and/or parts reserved for any reason within the subdivision.

**Information Required on Final Plat (cont.):**

- [ ] The widths and names of all the streets and alleys, whether existing, new or continuous. The new street names shall not be the same or similar to any other street names used in Bonneville County. Street name continuity shall be maintained to the maximum extent possible from one subdivision to another wherever the street alignment is in fact contiguous.
- [ ] The names and boundaries of all subdivisions which have been previously recorded and adjacent thereto. These adjacent subdivision will be shown in dotted or dashed lines to show their relationship to the plat. If adjoining land is unplatted it should be indicated as such.
- [ ] Any special dedications to the public and/or special easements, together with a statement of location, dimensions and purpose of such.
- [ ] Lot lines and blocks showing the typical dimensions and number of each.
- [ ] Upon the plat, the following items are required, in a form approved by the City Attorney:
  - Surveyor's Certificate
  - Owner's Dedication Certificate and Drinking Water System Certificate with Notary Public's acknowledgement.
  - City Acceptance as provided under Idaho Code, 50-1308.
  - County Surveyor's Verification as provided under Idaho Code, 50-1305.
  - County Treasurer's Certificate as provided under Idaho Code, 50-1308.
  - Health Department's Certificate as provided under Idaho Code, 50-1326.
  - Irrigation Water Rights statement as provided under Idaho Code, 31-3805.
  - Recorder's Certificate as provided under Idaho Code, Title 50, Chapter 13.
- [ ] Such additional information as may be required by the Planning Commission.

**Engineering Improvement Drawing Requirements:**

Any person who requests acceptance by the City of any street, utility line or other public improvement shall submit improvement plans profiles and specifications for such improvements to the Planning Division. Review of improvement drawings shall run concurrently with the review of the final plat. Substantial construction of said public improvements shall not be commenced until the City Engineer has certified that such plans are in accordance with the *City Standard Drawing and Engineering Specifications* and that the applicant has paid associated fee. Final approval and signature of the City must be obtained prior to the associated final plat being submitted to the Council for approval.

- [ ] Improvement drawings must be prepared, signed and stamped by a professional engineer licensed in Idaho.
- [ ] Improvement drawings shall have dimensions of not less than 22" x 34" or greater than 24" x 36".
- [ ] The name of the proposed subdivision.
- [ ] The names, addresses, telephone numbers of the applicant(s) and the engineer who prepared the drawing.
- [ ] The north arrow, graphic scale, and date. The drawing shall be drawn to one of the following standard scales: 1" = 30', 1" = 40', 1" = 50', 1" = 60', or 1" = 100'.
- [ ] Roadway typical sections.

**Engineering Improvement Drawing Requirements (cont.):**

[ ] Plan and profile drawings showing:

- Roadway layout and curb and gutter profiles.
- Crosswalks, stop bars, street signs and other required traffic control devices.
- Detail on public street trench patching, where applicable.
- Commercial driveway approaches, where applicable.
- Right-of-way and easement lines listing type/use and width.
- Existing elevations/contours/and benchmark.
- All elevations must be on the current City of Idaho Falls Elevation Datum (NAVD88)
- Water main layout and sizing shown in both plan and profile views.
- Water valves.
- Fire hydrants and, where appropriate, flushing hydrants.
- Water service lines and meter pits.
- Sanitary sewer layout and sizing shown in both plan and profile views.
- Sanitary sewer manholes, with length of main between manholes clearly called out.
- Sanitary sewer flow direction shown in plan view.
- Sanitary sewer service laterals to each lot.
- Sanitary sewer stub lines, where required.
- Storm drainage layout and sizing shown in both plan and profile views.
- Storm drain manholes, with length of main between manholes clearly called out.
- Storm drain inlets, appropriately spaced.
- Storm drain stub lines, where required.

[ ] Improvement details, including storm ponds and any other features not included in the adopted *City of Idaho Falls Standard Drawings*.

[ ] Elevations of all new improvements.

[ ] Such additional information as may be required by the Public Works Division.

**It is the owner/developer or designee's responsibility to coordinate the design and installation of utility infrastructure with all utilities.**

**AFFIDAVIT OF LEGAL INTEREST**

STATE OF IDAHO

COUNTY OF BONNEVILLE



SS

I \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

Being first duly sworn upon  
Oath, depose and say:

Being the owner of record of the property described on the attached sheet, I grant permission to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

To submit the following application pertaining to that property, check all that applies:

- Preliminary Plat
- Final Plat
- Variance
- Conditional Use Permit
- Planned Unit Development
- Comprehensive Plan Map Amendment
- Annexation
- Rezone to \_\_\_\_\_

I agree to indemnify, defend and hold the City of Idaho Falls and its employees harmless from any claims to liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at  
\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

EXHIBIT

LEGAL DESCRIPTION

[Large empty rectangular box for legal description]

Submitted by:  
Eng/Survey Firm Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

PLS Seal:

[Empty rectangular box for seal]

**Sample Development Agreement Language (Special Conditions)**

**EXHIBIT "B"  
SPECIAL CONDITIONS FOR  
PROPERTY NAME  
LOT/BLOCK/SUBDIVISION**

S-C 1.00 Arterial Street and Bridge Fees. The Bridge and Arterial Streets fee for this Subdivision is \$5,802.20 (2.314 Acres at \$2,500 per acre) payable as follows:

<u>Due Date</u>	<u>Payment Amount</u>
Upon execution hereof	\$580.25
November 1, 2015	\$870.38
May 1, 2016	\$870.38
August 1, 2016	\$870.38
November 1, 2016	\$870.38
February 1, 2017	\$870.38
May 1, 2017	<u>\$870.35</u>
Total	\$5,802.50

S-C 2.00 Surface Drainage Fee. The surface drainage fee for this Subdivision is \$724.79 (96,572.52 square feet net area at \$.0075 per square foot) payable as follows:

<u>Due Date</u>	<u>Payment Amount</u>
Upon execution hereof	\$72.48
November 1, 2015	\$108.72
May 1, 2016	\$108.72
August 1, 2016	\$108.72
November 1, 2016	\$108.72
February 1, 2017	\$108.72
May 1, 2017	<u>\$108.71</u>
Total	\$724.79

S-C 3.00 Access. Access off of N. Holmes will meet the Area Access Management Plan and be subject to approval by the Idaho Transportation Department. Developer will acquire necessary permits from the Idaho Transportation Department for work within Holmes right-of-way.

S-C 4.00 Water Line Connection Fee. The City agrees to allow Developer to connect to the water main located in N. Holmes, subject to Developer's payment of the water main connection fees in the amount of \$15,355.55 (438.73' x \$35.00), pursuant to section 8-4-14 (C) of the City Code. Pursuant to section 8-4-14 (B) of the City Code, Developer or his heirs or assigns shall also pay individual water system connection fees each time an individual water service line is connected to the City water systems. Such fees shall be paid in the amounts and manner set forth in such Code Sections.

S-C 5.00 Sewer Main Connection Fee. The City agrees to allow Developer to connect to the sewer previously constructed within N. Holmes, subject to Developer's payment of the sewer main connection charge pursuant to section 8-1-23 (C) of the City Code in the amount of \$8,774.60 (438.73' at \$20 per foot). Pursuant to section 8-1-23 (B) of the City Code, Developer or his heirs or assigns shall also pay individual sewer connection fees each time an individual sewer service line is connected to the City sewer system. Such fees shall be paid in the amounts and manner set forth in such Code Section.

S-C 6.00 Storm Drainage. Storm Drainage will be designed and constructed to accommodate drainage of the roads and lots within the development by the Developer. The storm drainage system shall meet the City Storm Drainage Policy.