



Application for
Preliminary Plat
Filing Fee: \$550.00

Applicant Information			
Representing Company:			
Contact Name:	Phone:		
Address:	Fax:		
City:	State:	Zip:	
Email:			
Owner Information (if other than applicant)			
Name:	Phone:		
Address:	Fax:		
City:	State:	Zip:	
Email:			
Planning Information			
Project Name:			
Project Location:			
Current Zone(s):	Proposed		
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.			
Type of Development			
	Number of	Proposed	Net
Single-Family			
Multi-Family			
Limited Commercial			
Industrial			
Common Space			
Other			
Describe if "other"			

Checklist

- Completed Application Form. Application Filing Fee.
- Affidavit of Legal Interest.
- Legal Description (MS Word format emailed to the City).
- Digital File of Plat in .dxf or .dwg format emailed to the City.
- Copies of any easements or other covenants which run with the land.
- Copies of any private restrictions that will be proposed to be recorded for purposes of regulating development.
- Traffic Study (if required).
- Any other information deemed necessary by the Planning 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.

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 peak 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 to facilitate the movement of vehicles, pedestrians and cyclists.**

Plat Preparation:

- The plat shall be prepared according to the minimum standards outline in the City of Idaho Falls Subdivision Ordinance.
- The plat shall have dimensions of not less than 22"x34" or greater than 24"x36".
- All lines, demarcation and text on the finished drawing shall be clearly legible. Minimum line thickness shall be 0.006" (0.152 mm). Minimum text 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 plat shall detail the entire area scheduled for development where the proposed subdivision is a portion of a larger tract of land intended for development and

Plat Preparation (cont.):

- [] All lots shall be numbered by progressive numbers in each block separately. Blocks shall also be numbered, as described in Section 50-1304 of the Idaho Code.

Information Required on Preliminary 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.
- [] The names, addresses and telephone numbers of the applicant(s) and the engineer and surveyor who prepared the plat.
- [] Subdivision boundary legal description.
- [] The north arrow, graphic scale, and date.
- [] A vicinity map showing the relationship of the proposed plat to the surrounding area within a one-half (½) mile minimum radius or as determined by the Community Development Services Director (scale optional).
- [] 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.
- [] Contour lines.
- [] Any sites proposed for parks, playgrounds, schools, churches or other public uses.
- [] The location, and when applicable, the dimension 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.
- [] The location, widths, lengths, curve data on center lines, and other required dimensions of all proposed streets, alleys, and easements desired or necessary; also the boundaries, and dimension of all portions within the subdivision intended to be dedicated to the use of the public. The sizes, lines, dimensions, area to the thousandth of an acre and number of all lots, blocks and/or parts reserved for any reason within the subdivision.
- [] The names of all the streets, 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.
- [] Within residential subdivisions, Residential Collector Streets identified and shown with a seventy foot (70') right-of-way.
- [] The names and boundaries of all subdivisions which have been previously recorded and adjacent thereto, must be shown upon the plat offered for record. These adjacent subdivisions will be shown in dotted lines to show their relationship to the plat offered for record. 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.
- [] The plat shall define the phasing sequence that the entire development will be completed in.

Information Required on Preliminary Plat (cont.):

- Show any proposed or existing utilities, both within the tract and the areas adjacent thereto, including, but not limited to, power, telephone, communications, fiber optics, cable tv, gas lines, water mains, fire hydrants, storm and sanitary sewers, and their respective sizes and directions of flow. **The City will distribute plats to non-City utility agencies for comments, but owner/developer or designee should contact those agencies directly about design and approval of extensions of their systems. It is the owner/developer or designee’s responsibility to coordinate the design and installation of utility infrastructure with all utilities.**
- Show existing and proposed fire hydrant spacing (maximum average spacing for commercial uses is two- hundred and fifty feet (250’) and five-hundred feet (500’) for residential uses.
- Show proposed roadway typical sections.
- Such additional information as may be required by the Planning Commission.

Neighborhood Meeting Checklist

- Time, date and location of the Neighborhood Meeting.
- Names and addresses of property owners to whom notice was sent.
- Names and addresses of all attendees.
- Summary of comments, suggestions and discussions. (A verbatim transcript of the Neighborhood Meeting **is not** required nor is a video and/or audio tape (unless the applicant wishes to submit it).
- Applicant’s response to comments, suggestions and discussion, including and modifications made or intended to be made to the project proposal/application as a result of the Neighborhood Meeting comments.
- Materials utilized or submitted (including plans, proposals, designs, power point presentations, maps, handouts, petitions, letters, studies, etc.) shall be submitted with the application for the related project(s). The summary of comments,

Fees

Plat submittals which exceed three City Department reviews will be charged a \$150.00 resubmittal fee associated with the fourth and subsequent submittals. If project will have multiple applications associated with it, please verify with staff if the advertising fee will apply.

Application Filing Fee(s): Due at time application

is submitted Advertising Fee: \$ 50.00

Application Fee: \$ 500.00

Signature of Applicant(s)

	Date:
	Date:

AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO

SS

COUNTY OF BONNEVILLE

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

Planned Unit Development

Plat Final

Comprehensive Plan Map

Plat

Amendment [] Annexation

Variance

Rezone to _____

Conditional Use
Permit

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_____.

Signatu

re SUBSCRIBED AND SWORN to before me the day and year first

above written.

Notary Public for Idaho

Residing at

My Commission Expires: _____