

# Preliminary Plat

JEFFERSON COUNTY PLANNING AND ZONING, 210 Courthouse Way, Rigby, Idaho 83442

(208)745-9220

## SUBMITTALS:

- Digital Copy of Plat** (View Sec. 110-65. (b) (2) for plat requirements)
- Digital Legal Description**
- Preliminary Engineering Plans** for streets, water, sewers, sidewalks, and other required public improvements.
- Plans for Compliance with Applicable AOI Requirements** (Only for developments located within an AOI)
- Preliminary Subdivision Road Design** demonstrating ability to comply with the minimum applicable road standards for all new or reconstructed roads proposed to serve the subdivision.
- Approval from Eastern Idaho Public Health**
- Proposed Method of Water Supply, Sewage Disposal, and Solid Waste Disposal**
- Warranty Deed**
- Base Flood Elevation** is required for developments located within the Floodplain
- Irrigation Plan Application & Drawings**
- Proposed Development Agreement**
- Protective Covenants** (if applicable)
- Pre-Application Notes** (from optional meeting)
- Proper Fee** from Fee Schedule
- County Surveyor Review Fee** from Fee Schedule

## SITE INFORMATION:

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_ Zoning: \_\_\_\_\_ Area of City Impact: \_\_\_\_\_

## GENERAL INFORMATION:

Subdivision Name: \_\_\_\_\_ Type of Subdivision: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Adjacent Land Use: \_\_\_\_\_

**ENGINEER/SURVEYOR**  Primary Point of Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICANT/OWNER:**  Primary Point of Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

I consent to this application and allow Planning and Zoning staff to enter the property for site inspections related to this application.

I consent to this application and allow Planning and Zoning staff to enter the property for site inspections related to this application.

Signature: (Engineer/Surveyor) \_\_\_\_\_

Date \_\_\_\_\_

Signature: (Applicant/Owner) \_\_\_\_\_

Date \_\_\_\_\_

## NOTES TO APPLICANT:

Preliminary plat application will not be certified complete, nor will review action commence, until all required information, materials and/or fees have been submitted.

In accordance with provisions of the Jefferson County Ordinance, the applicant shall be responsible for any direct costs incurred by the County, in obtaining a review of the application by architects, engineers or other professional, necessary for the County to act upon the proposal in an informed manner. Processing of the application will be delayed if direct costs are not paid in accordance with the schedule determined by the Planning and Zoning Administrator.

Although the County has agreed to some fee schedules for professional reviews, the amount of direct costs are generally a function of the degree to which the applicant provides complete, accurate and pertinent information as described in preceding sections.

### Sec. 110-65. Preliminary plat.

(a) **Application.** The subdivider shall file with the administrator a complete subdivision application form and preliminary plat data as required in this article.

#### (b) **Required information and data.**

(1) The contents of the preliminary plat and related information shall be in such a form as stipulated by the Board; however, any additional maps or data deemed necessary by the administrator may also be required on a case-by-case basis if requested by the administrator for good cause.

(2) **Plat Requirements.** The subdivider shall submit to the administrator a proposed plat that contains at least the following:

- a. The name of the proposed subdivision, which must not conflict with, or duplicate existing subdivision names;
- b. The legal description of the subdivision;
- c. Lot lines and blocks showing the dimensions and numbers of each;
- d. Streets, street names, rights-of-way and roadway widths, including adjoining streets or roadways;
- e. As required by the appropriate health district, a site report identifying where individual wells or septic tanks are proposed;
- f. Any dedications to the public and/or easements, together with a statement of location, dimensions, and purpose of such;
- g. Appropriate information that sufficiently details the proposed development within any special development area such as a hillside, planned unit development, floodplain in accord with Chapter 106, cemetery, manufactured/mobile home, hazardous and/or unique areas of development; and
- h. Any other specifications or requirements of local, state, or federal law, including, but not limited to, I.C. § 50-1301 et. seq.

(3) **Additional Requirements:** The subdivider shall also submit the following to the administrator with the proposed plat:

- a. A written application requesting approval of the preliminary plan;
- b. The applicable fees;
- c. Proof of current ownership of the real property included in the proposed plat;
- d. A digital and ten (10) paper copies of the proposed subdivision which shall have the dimensions of eleven inches (11") by seventeen (17") inches of the preliminary plat of the proposed subdivision, drawn in accordance with the requirements hereinafter stated. Each copy of the preliminary plat shall be on good quality paper. Three (3) copies shall have the dimensions of not less than twenty-four inches (24") by thirty-six inches (36"), and seven (7) copies shall

have the dimensions of not less than eleven inches (11") by seventeen (17") inches. Each shall be drawn to a scale of not less than one inch (1") to one-hundred feet (100'), shall show the drafting date, and shall indicate thereon, by arrow, the generally northerly direction; A digital copy is also required;

e. Ten (10) sets of preliminary engineering plans (not meant to be cross sections or detailed designs) for streets, water, sewers, sidewalks and other required public improvements; however, such engineering plans shall contain sufficient information and detail to make a determination as to conformance of the proposed improvements to applicable regulations, ordinances and standards;

f. A proposed development agreement wherein the subdivider/developer agrees that it and any of its successors in interest shall conform with the development standards of this ordinance, any applicable standards of an AOI agreement, and any additional conditions for approval;

g. The name, address, and telephone numbers of the subdivider or subdividers and the engineer or surveyor who prepared the plat;

h. The name and address of all adjoining owners of property and residents within one thousand feet (1,000') of the external boundaries of the land being considered, whether or not bisected by a public right-of-way as shown on record in the county assessor's office;

i. The statement of the intended use of the proposed subdivision, such as residential single-family, commercial, industrial, recreational or agricultural, and a designation of any sites proposed for parks, playgrounds, schools, churches or other public uses;

j. A map of the entire area scheduled for development if the proposed subdivision is a portion of a larger holding intended for subsequent development. A map shall be submitted showing the location of existing buildings, water bodies or courses and the location of currently dedicated streets at the point where they adjoin and/or are immediately adjacent, provided that actual measured distances shall not be required;

k. A vicinity map showing the relationship of the proposed plat to the surrounding area (one-half-mile radius, scale option);

l. The land use and existing zoning of the proposed subdivision and the adjacent land;

m. Any proposed or existing utilities, including, but not limited to, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culverts, water mains, fire hydrants and their respective profiles;

n. Any additional required information for special developments;

o. Plans for compliance with applicable AOI requirements such as lighting districts, future utility connections, and corresponding easements;

p. A statement as to whether or not a variance will be requested with respect to any provision of this article or other applicable county ordinance describing the particular provision, the variance requested and the reasons therefore;

q. The location, dimensions and tentative names of proposed streets and roads to include:

i. Preliminary subdivision road design demonstrating ability to comply with the minimum applicable road standards for all new or reconstructed roads proposed to serve the subdivision.

r. The proposed method of water supply, sewage disposal and solid waste disposal.

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# Irrigation Plan

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## IRRIGATION MAP REQUIREMENTS:

- All canals, ditches, and laterals with their respective name
  - Head gate location and/or point of delivery of water to the property by the irrigation entity
  - Pipe location and sizes, if any
  - Rise locations and types, if any
  - Easements of all private ditches that supply adjacent properties (i.e., supply ditches and drainage ways)
  - Slope of the property in various locations
  - Direction of water flow (use short arrows → on your map to indicate water flow direction)
  - Direction of wastewater flow (use fat arrows ➔ on your map to indicate wastewater direction)
  - Location of drainage ponds or swales, of anywhere wastewater will be retained on the property
  - Written response from the irrigation entity and/or proof of agency notification
  - Copy of new water users' association/agreement currently in effect which shows water schedules and maintenance responsibilities
  - Copy of all new easements ready for recording (irrigation supply and drainage)
- 

## GENERAL INFORMATION:

What is the name of the irrigation and drainage entities servicing the property?

Irrigation: \_\_\_\_\_

Drainage: \_\_\_\_\_

How many acres is the property being subdivided?

What percentage of the property has water?

How many inches of water available to the property?

How is the land currently irrigated?

Surface                       Irrigation Well                       Sprinkler                       Above Ground Pipe                       Underground Pipe

How is the land to be irrigated after it is subdivided

Surface                       Irrigation Well                       Sprinkler                       Above Ground Pipe                       Underground Pipe

Please describe how the head gate/pump connects to the canal and irrigated land and where ditches and/or pipes go.

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

Is there an irrigation easement(s) on the property?    Yes    No

How do you plan to retain storm and excess water on each lot?

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

How do you plan to process this storm water/excess irrigation water prior to it entering the established drainage system?

(i.e., oil, grease, contaminated aggregates)

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

- Idaho Code 31-3805 states that when all or part of a subdivision is “located within the boundaries of an existing irrigation district or canal company, ditch association, or like irrigation water delivery entity ... no subdivision plat or amendment to a subdivision plat or any other plat or may recognized by the city or county for the division of land will be accepted, approved, and recorded unless:”

- a) The appropriate water rights and assessment of those water rights have been transferred from said lands or excluded from an irrigation entity by the owner; or
- b) The owner filing the subdivision plat or amendment to a subdivision plat or map has provided for the division of land of underground tile or conduit for lots of one acre or less or a suitable system for lots of more than one acre which will deliver water to those land owners within the subdivision who are also within the irrigation entity with the appropriate approval:
  - The delivery system must be approved by the Planning and Zoning Commission and the board of County Commissioners with the advice of the irrigation entity charged with the delivery of water to said lands.

**APPLICANT ACKNOWLEDGEMENT**

**I, the undersigned, agree that prior to the Planning and Zoning Office accepting this application I am responsible to have all of the required information and site plans.**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant/Property Owner

**IRRIGATION/ CANAL COMPANY APPROVAL**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Irrigation Entity

Denied with the following recommendations: