

Short Plat

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

(208) 745-9220

SUBMITTALS:

- Digital Copy of Plat** for PowerPoint presentation
- Digital Legal Description**
- Copy of the Plat Certificate or Preliminary Title Report**
- Plats shall have the sanitary restriction lift as provided by the East Idaho Health District**
- Base Flood Elevation** is required for developments located within the Floodplain
- Project Plan** for completion of the design standards and required improvements prior to final plat or shall provide an engineer cost estimate and guarantee of improvements prior to final plat.
- Warranty Deed**
- Irrigation Plan Application & Drawings**
- Protective Covenants** (if applicable)
- 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.

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Signature: (Engineer/Surveyor) Date

Signature: (Applicant/Owner) Date

NOTES TO APPLICANT:

- Administrative plat applications will not be certified complete, nor will review action commence, until all required information, materials and/or fees have been submitted.
- The administrator may refer the administrative plat to the Jefferson County Planning and Zoning Commission if deemed necessary.
- 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.
- If determined by the Administrator that revised or additional information is needed or if necessary due to other unforeseen events, the Administrator may at their discretion, revise any dates for the processing of this application.

Sec 110-62 Short Plat

- a) **Purpose.** To define the procedures for which an administrative approval may be granted for the development of up to nine (9) lots; to encourage and expedite small scale development which conforms to the intent and scope of the Jefferson County Comprehensive Plan and this Chapter.
- b) **Application.** Applications for a short plat which contains up to nine (9) lots may be submitted on a form provided by the department with the appropriate fees.
 - 1) The Plat. The legal description and plat shall be prepared by an Idaho State registered land surveyor and shall include the plat certifications, descriptions, approvals and comments as set forth in sections 110-65 (b) and 110-66 (a) and (b) of this Article.
 - 2) A copy of the plat certificate or preliminary title report.
 - 3) All plats shall have the sanitary restriction lift as provided by the East Idaho Health District. If the resulting lots are five (5) acres or larger, the NP 1 evaluation may be considered per Appendix A.
 - 4) If the plat is located in the floodplain, the floodplain standards of Chapter 106 shall apply.
 - 5) The lot size minimum shall be appropriate for the zone in which the division is located.
 - 6) Resulting lots shall not be divided by boundary of any city, county, zoning designation railroad or public right of way.
 - 7) Design Standards.
 - i. If the resulting lots are five (5) acres or larger, the NP 1 evaluation may be considered per Appendix A. Resulting lots less than five (5) acres shall follow the requirements at Sec. 110-92.
 - ii. The application shall include the appropriate studies and plans required at Article IV Design Standards and Article V Required Improvements.
 - 8) The application shall include a project plan for completion of the design standards and required improvements prior to final plat or shall provide an engineer cost estimate and guarantee of improvements prior to final plat.

- c) **Procedure for approval of a short plat.** Upon receipt and review of completeness the planning department shall:
- 1) Review the short plat and supplemental information to determine compliance with this chapter and prepare its report.
 - 2) Distribute the application to the county surveyor, the Assessor, the road and bridge department, GIS and floodplain administrator for review.
 - 3) Based on the findings of the review, the planning administrator shall approve, conditionally approve or deny the application.
 - 4) The administrator shall cause the decision letter to be prepared with any recommended corrections and returned to the applicant.
 - 5) The planning administrator's approval of a short plat shall be valid for a period not to exceed two (2) calendar years from the date of approval. At any time prior to the expiration date of the decision letter, an applicant may make a written request to the planning administrator for an extension of the approval of the short plat for a period up to two (2) years, finding that conditions or applicable regulations have not changed so substantially as to warrant reconsideration of the proposed subdivision with respect to the public health, safety, and general welfare. The extension request must be approved or denied prior to the expiration date of the decision letter.
 - 6) Once the corrections have been made, the applicant may submit the final plat for recording for review.
 - 7) All guarantee of improvements shall follow Sec 110-129 for review and approval.
 - 8) Once all appropriate endorsements have been signed, any guarantee of improvements have been reviewed, the administrator shall transit the final plat and any guarantee of improvements to the Board at the next possible business meeting for review and final decision.
 - 9) Upon approval by the Board, the planning department shall cause the final plat to be recorded.
- d) **Appeal.** Any determination made by the planning administrator in the administration of this section may be appealed to the Board by notifying the planning administrator in writing of the intent to appeal within ten (10) calendar days from the date of the determination. Upon receipt of the appeal, the planning administrator shall schedule the application for a public hearing before the Board, allowing sufficient time for notice. The Board shall conduct a public hearing and consider the application, in accord with the procedures set forth in this Chapter.

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: