
Administrative Plat

JEFFERSON COUNTY PLANNING AND ZONING, 210 Courthouse Way Suite 170, Rigby, Idaho 83442

(208) 745-9220

SUBMITTALS:

- Digital Copy of Plat**
 - Digital Legal Description**
 - 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.
 - Warranty Deed**
 - Irrigation Plan Application & Drawings**
 - Protective Covenants** (if applicable)
 - Proper Fee** from Fee Schedule
 - County Surveyor Review Fee** from Fee Schedule
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SITE INFORMATION:

Quarter: _____ Section: _____ Township: _____ Range: _____ Total Acres: _____

Subdivision Name: _____ Lot: _____ Block: _____

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: _____

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

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.

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. 110-60. Administrative Plat

Purpose. To ensure that land divisions comply with the applicable zoning regulations expediting the process for those small divisions of land that conform to the zoning and subdivision regulations.

Required. An administrative plat shall be required for the following:

A division into three (3) lots or less with at least ninety feet (90') of frontage and access to an existing county road. It does not include the extension of municipal facilities, or the creation of any public improvements; and not adversely affecting the remainder of the parcel or adjoining property; and not in conflict with any provision or portion of the official zone map, or this title.

Application requirements. An administrative plat shall be filed as a final plat and shall include the following:

Each application shall be submitted on a form provided by the department with the appropriate fees.

All plats shall have the sanitary restriction lift as provided by the East Idaho Health District.

If the plat is located in the floodplain, the floodplain standards of Chapter 106 shall apply.

The lot size minimum shall be appropriate for the zone in which the division is located.

Resulting lots shall not be divided by boundary of any city, county, zoning designation railroad or public right of way.

A copy of the plat certificate or preliminary title report.

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-.... of this chapter.

Procedure for approval of an administrative plat. Upon receipt and review of completeness the planning department shall:

Review the administrative plat and supplemental information to determine compliance with this chapter and prepare its report.

Distribute the application to the county surveyor, the Assessor, the road and bridge department, GIS and floodplain administrator for review.

Based on the findings of the review, the planning administrator shall approve, conditionally approve or deny the application.

The administrator shall cause the decision letter to be prepared with any recommended corrections and returned to the applicant.

Once the corrections have been made, the applicant may submit the final plat for recording for review.

All guarantee of improvements shall follow Sec 110-129 for review and approval.

Once all appropriate endorsements have been signed, any guarantee of improvements have been reviewed, the administrator shall transmit the final plat and any guarantee of improvements to the Board at the next possible business meeting for review and final decision.

Upon approval by the Board, the planning department shall cause the final plat to be recorded

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.

Irrigation Plan

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(208)745-9220

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).

SITE INFORMATION:

Section: _____ Township: _____ Range: _____ Total Acres: _____

Site Address: _____ City: _____

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

ENGINEER/SURVEYOR

Firm Name: _____

Contact Person: _____

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.

APPLICANT/OWNER:

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.

Signature: (Engineer/Surveyor) _____ Date _____

Signature: (Applicant/Owner) _____ Date _____

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 under ground 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:
