



PRELIMINARY PLAT

PUBLIC HEARING - CHECKLIST

PRELIMINARY PLAT - CCZO Section 07-17-09

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION TO BE DEEMED COMPLETE (PLEASE CHECK OFF THE ITEMS REQUIRED):

Description	Applicant	Staff
Master Application Completed and Signed		
Copy of Preliminary Plat (1 Hard Copy & Digital Copy – Flash Drive Preferred)		
Preliminary Drainage Plan, if applicable		
Preliminary Irrigation Plan, if applicable		
Preliminary Grading Plan, if applicable		
Completed Preliminary Plat Checklist		
Subdivision Worksheet		
Irrigation Plan Application		
Proof of application with:		
Southwest District Health		
Irrigation District		
Fire District		
Highway District/ Idaho Transportation Dept.		
Area of City Impact (if applicable)		
Deed or evidence of property interest to the subject property		
Fee: \$1550.00 +\$10.00/lot +\$100.00 for Area of City Impact +\$80.00 Private Road +\$80.00 Easement Reduction		
Fees are non-refundable		

Additional Information	Applicant	Staff
Hillside Development Requirements (07-17-33(1))		
Private Road Name Application		
Easement Reduction Application		
Floodplain Development Permit		

***DISCLAIMER:** The subject property shall comply with the public nuisance ordinance, the building code, and the zoning code before the Director can accept the application.



PRELIMINARY PLAT PUBLIC HEARING - APPLICATION

PROPERTY OWNER	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
I consent to this application and allow DSD staff / Commissioners to enter the property for site inspections. If the owner(s) is a business entity, please include business documents, including those that indicate the person(s) who are eligible to sign. <i>Signature:</i> _____ <i>Date:</i> _____		

APPLICANT: IF DIFFERING FROM THE PROPERTY OWNER	APPLICANT NAME:	
	COMPANY NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:

SITE INFO	STREET ADDRESS:	
	PARCEL NUMBER:	
	PARCEL SIZE:	
	NUMBER OF LOTS:	
	PROPOSED SUBDIVISION NAME:	
	FLOOD ZONE (YES/NO)	ZONING DISTRICT:

FOR DSD STAFF COMPLETION ONLY:

CASE NUMBER	DATE RECEIVED:
RECEIVED BY:	APPLICATION FEE: CK MO CC CASH



Canyon County, 111 North 11th Avenue, #310, Caldwell, ID 83605

▪ **Engineering Division** ▪

Preliminary Plat Check-List

Applicant:	Case Number:
Subdivision Name:	Plat Date (Review #):

CANYON COUNTY CODE OF ORDINANCES 07-17-09

The information hereinafter required as part of the preliminary plat submitted shall be shown graphically or by note on plans, and may comprise several sheets showing various elements or required data. *Italicized items are supplemental to CCZO 07-17-09.*

GENERAL REVIEW ITEMS	<u>Meets Code / Comments</u>
1. Complete initial review of all information given graphically and by note on the plat	
2. Check for compliance with FCOs and/or Development Agreement from entitlement process if applicable	
3. Check for compliance with CCO Chapter 9 - Areas of City Impact. Chapter 9 lists requirements unless waived.	
4. Check for applicable agency comment. These comments could have been made at the entitlement stage or after.	
5. Make note of agencies that should be noticed if not typically included on the notice list and pass information along to planner	
Items A through E below are directly from CCZO 07-17-09. Italicized items are checklist items related to requirements found in ordinance and may not be strictly required.	
A. FORM OF PRESENTATION	<u>Meets Code / Comments</u>
1. Scale of Drawing (No more than 1"=100' unless approved by DSD prior to submission)	
2. Size of Drawing (No larger than 24' x 36") <i>Obtain electronic version of all submittals</i>	
B. IDENTIFICATION AND DESCRIPTIVE DATA	<u>Meets Code / Comments</u>
1. Proposed name of subdivision and its location by section, township, and range	

<i>Name of sub needs to be reserved through DSD GIS</i>	
2. Reference by dimension and bearing to a section corner or quarter section corner	
3. Name, address and phone number of developer	
4. Name address and phone number of the person preparing the plat	
5. North arrow	
6. Date of preparation	
7. Revision block showing dates if any revisions subsequent to the original preparation date. The revision block shall be part of the title block which shall be placed along the right edge of the drawing sheet.	
8. Vicinity map drawn to scale, clearly showing proposed subdivision location in relationship to adjacent subdivisions, main arterial routes, collector streets, etc. <i>Check for consistency between pre-plat and vicinity map</i>	

C. EXISTING CONDITIONS DATA	<u>Meets Code / Comments</u>
1. 2 Foot Contours shown unless otherwise approved; show all areas in excess of 15% slope	
2. Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes or other water features; direction of flow; location and extent of known areas subject to inundation.	
3. Location, widths and names of all platted streets, railroads, utility rights of way of public record, public areas, permanent structures to remain including water wells and municipal corporation lines within or adjacent to the tract <i>Future use of remaining wells, if applicable</i>	
4. Name, book and page numbers of any recorded adjacent subdivisions having a common boundary with the tract	
5. Existing zoning classification, by note <i>Proposed zoning, by note, if new zoning is being proposed concurrently with pre-plat application</i>	
6. Approximate acreage of the tract, by note	
7. Boundary dimensions of the tract	
8. Names and addresses of adjoining property owners within three hundred (300) feet of the exterior boundary of the tract	

D. PROPOSED CONDITIONS DATA	<u>Meets Code / Comments</u>
1. Road layout, including location, width and proposed names of roads, alleys, pathways, easements, and roadway connections, if any, to an adjoining platted tract • <i>Confirmation that highway district will allow proposed access if new access is on an arterial</i> • <i>Check alignment of stub streets with adjacent developments, if applicable</i> • Private roads shall not have direct access to arterials or local roads within a platted subdivision (ACCHD 2020.040) • Private road names need to be reserved through DSD GIS. Private roads require a separate application. • Public road names must be checked for availability with DSD GIS • <i>If typical sections are shown make sure they are consistent with what will be required</i>	
2. Typical lot dimensions including curvilinear data to scale; each lot numbered individually; total number of lots by type and grand total. A private road must be a lot. • <i>Curve table is present and matches data shown graphically</i> • <i>Minimum lot size</i> • <i>Average lot size (calculated as total residential area divided by the number of residential lots)</i> • <i>Check block numbering</i> • <i>Consider any phasing shown</i>	
3. Location, width and use of easements • <i>Provide documentation of or reference to any existing easements, especially access easements for existing parcels that are part of the plat.</i> • <i>Show easements for all shared infrastructure</i>	
4. Designation of all land to be dedicated or reserved for public use with use indicated	
5. If plat includes land for which multi-family, commercial, or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any	
6. If the proposed subdivision is part of a larger area intended for development, a development master plan of the entire area shall be provided	
7. Appropriate information that sufficiently details the proposed development within any special development area such as hillside, PUD, flood plain, cemetery, manufactured home, large scale development, hazardous and unique areas of development • <i>Check mapping layers for above special development items. Include wetland and natural drainage ways.</i> • <i>Consider recommended conditions related to special development areas and related reports</i>	

8. All roads must be labeled as either "private" or "public" behind or beneath the road name	
E. PROPOSED UTILITY METHODS	<u>Meets Code / Comments</u>
1. Sewage: A statement as to the type of proposed sanitary sewage facilities • Preliminary location/layout of proposed sewage facilities • Nutrient-Pathogen study if required by SWDH • If sewage facilities will be shared, provide preliminary arrangements for future operation and maintenance of the facilities, including financial arrangements. Also include preliminary sewer plan. DSD should complete high level feasibility review of shared utilities	
2. Water Supply: A statement as to the type of proposed water supply facilities • Preliminary location/layout of proposed potable water facilities • If potable water facilities will be shared, provide preliminary arrangements for future operation and maintenance of the facilities, including financial arrangements. Also include preliminary potable water plan. DSD should complete high level feasibility review of shared utilities	
3. Storm Water Disposal: A statement as to the type of storm water disposal facilities which may include evidence as may be required relative to the design and operation of proposed storm water system • Include statement that all storm water shall be retained on site, if appropriate • Consider any required protection for roadside swales during home construction and/or long-term protection from landscaping, roadside parking, regrading/filling swale, ect • Maintenance easements for storm drain facilities treating drainage from public roads should be in place	
4. Irrigation System: A statement as to the proposed irrigation system, which may include evidence as may be required relative to the design and operation of any proposed irrigation system • Irrigation Supply And Distribution Systems: The developer shall disclose, pursuant to Idaho Code section 31-3805, and file as part of the preliminary plat with DSD, evidence that an adequate irrigation supply and distribution system to serve the land within the plat to be recorded will be provided and must include consideration of using existing water rights that go with the land being platted. Such evidence shall include, but not be limited to, the following: - Copies of the plans of the proposed distribution system for the lots and areas to be served in the proposed development; and - Copies of the community association's or similar organization's documents which may be required precedent	

to the establishment of an irrigation distribution system within the proposed development.	
5. Utility Easement: The utility easement width shall be a minimum of ten (10) feet from the exterior boundaries and five (5) feet from the interior boundaries. Utility easements shall be shown graphically on the plat.	
GENERAL RECOMMENDED CONDITIONS	
1. Finish grades at subdivision boundaries shall match existing finish grades. Runoff shall be maintained on subdivision property unless otherwise approved. 2. Development shall comply with requirements of the local highway district. Evidence shall include written correspondence from the highway district prior to the first public hearing held for the preliminary plat and highway district signature on the final plat. 3. Development shall comply with irrigation district requirements. Evidence shall include written correspondence from the irrigation district prior to the first public hearing held for the preliminary plat and prior to Board of County Commissioner's signature on the final plat. 4. Development shall comply with Southwest District Health requirements. Evidence shall include written correspondence from the Southwest District Health prior to the first public hearing held for the preliminary plat and Southwest District Health signature on the final plat. 5. Development shall comply with Fire District requirements. Evidence shall include written correspondence from the Fire District prior to the first public hearing held for the preliminary plat and prior to Board of County Commissioner's signature on the final plat. 6. After preliminary plat approval applicant shall provide GIS data containing georeferenced lot line and roadway linework to be included in Development Services GIS mapping. (Solo pre-plats only)	

SUBDIVISION WORKSHEET

Overview:

Number of Buildable Residential Lots:	Number of Non-Buildable Lots:
Number of Common Lots:	Total Subdivision Size:
Number of Common Lots:	Average Residential Lot Size:

Area of City Impact:

Is the property in an Area of City Impact?	☐ No	☐ Yes- What City:
Will you be requesting subdivision Improvement Waivers?	☐ No	☐ Yes
If yes, which waivers will you be requesting?		
☐ Curbs	☐ Gutters	☐ Sidewalks
☐ Street Lights	☐ Landscaping	☐ Other

If you are located in an Area of City Impact the following is required:

- Evidence of compliance with IC 31-3805 which could include evidence of irrigation system plan approval by the planning and zoning authority and city council and coordination with the irrigation entity.
- Communication with the City.

Roads:

Roads within the development will utilize:

☐ Public ☐ Private* ☐ Not Applicable

*Private Roads Require: Name approved prior to submittal & a Private Road Application at the Time of submittal.

Hillside Development:

Of the total lots requested how many of each contain slopes +15%?

Residential: _____ Non-Buildable: _____ Common: _____

Will the proposed roads be located within any area containing +15% slopes?

☐ Yes* ☐ No

*If any development or construction activities will occur on slopes > 15% please submit the information required by CCZO 07-17-33

Irrigation:

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

Irrigation: _____

Drainage:

This property has: ☐ Water rights available ☐ No water rights available.

If No Water Rights are available, please fill out an Irrigation Plan Worksheet

Irrigation Water is Provided via: ☐ Irrigation Well ☐ Surface Water

Percentage of property that has water:

Volume of water or diversion rate available at the property:

Please describe, in detail, how the property is currently irrigated and how it will be irrigated after it is subdivided:

Are there irrigation easement(s) on the property? ☐ Irrigation Well ☐ Surface Water

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

How do you plan to remove the stormwater/excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates):

===== Applicant Acknowledgement =====

I, the undersigned, agree that prior to the Development Services Department accepting this application I am responsible to have all of the required information and site plans.

I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior the Board's signature on the final plat.

Signed: _____ Date: ____/____/____
Property Owner (Application Submitted)

Signed: _____ Date: ____/____/____
Applicant/Representative (if not property owner) (Application Submitted)

Accepted By: _____ Date: ____/____/____
Director / Staff

IRRIGATION PLAN APPLICATION



Applicant(s) Name _____ Daytime Telephone Number _____
Street Address _____ City, State _____ Zip _____

Representative Name Daytime Telephone Number / E-mail Address _____
Street Address _____ City, State _____ Zip _____

Location of Subject Property: _____
Two Nearest Cross Streets or Property Address _____ City _____

Assessor's Account Number(s): R _____ Section _____ Township _____ Range _____

This land:

- ☐ Has water rights available to it.
- ☐ Is dry and has no water rights available to it. If dry, please sign this document and return to the Development Services Department representative from whom you received it.

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, person, firm, or corporation filing the subdivision plat or amendment to a subdivision plat or map has provided underground tile or conduit for lots of one (1) acre or less, or a suitable system for lots of more than one (1) acre which will deliver water to those land owners within the subdivision who are also within the irrigation entity with the appropriate approvals:
 1. For proposed subdivisions located within negotiated area of city impact, both city and county zoning authorities must approve such irrigation system in accordance with Idaho Code Section 50-1306. In addition, the irrigation entity charged with the delivery of water to said lands must be advised regarding the irrigation system.
 2. For proposed subdivisions outside of negotiated areas of city impact, 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.

To better understand your irrigation request, we need to ask you a few questions. A list of the map requirements follows the short questionnaire. **Any information missing information may result in the delay of your request before the Planning and Zoning Commission and ultimately the approval of your irrigation plan by the Board of County Commissioners.**

1. Are you within an area of negotiated City Impact? _____ Yes _____ No
If yes, please include a copy of approvals by the City Planning & Zoning Commission and City Council of your Irrigation Plan.

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

Irrigation: _____

Drainage: _____

3. How many acres is the property being subdivided? _____

4. What percentage of this property has water? _____

5. How many inches of water are available to the property? _____

6. How is the land currently irrigated? ☐ Surface ☐ Irrigation Well
☐ Sprinkler ☐ Above Ground Pipe ☐ Underground Pipe

7. How is the land to be irrigated after it is subdivided? ☐ Surface ☐ Irrigation Well
☐ Sprinkler ☐ Above Ground Pipe ☐ Underground Pipe

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

9. Are there irrigation easement(s) on the property? ☐ Yes ☐ No

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

11. How do you plan to remove the storm water /excess irrigation water prior to it entering the established drainage system? (i.e. oil, grease, contaminated aggregates)

Irrigation Plan Map Requirements

The irrigation plan **must be on a scalable map** and show all of the irrigation system including all supply and drainage structures and easements. Please include the following information on you map:

- 1 ☐ All canals, ditches, and laterals with their respective names.
- 2 ☐ Head gate location and/or point if delivery of water to the property by the irrigation entity.
- 3 ☐ Rise locations and types, if any.
- 4 ☐ Easements of all private ditches that supply adjacent properties (i.e. supply ditches and drainage ways).
- 5 ☐ Slope of the property in various locations.
- 6 ☐ Direction of water flow (use short arrows → on your map to indicate water flow direction).
- 7 ☐ Direction of wastewater flow (use long arrows -----→ on you map to indicate wastewater direction).
- 8 ☐ Location of drainage ponds or swales, anywhere wastewater will be retained on the property.
- 9 ☐ Other information: _____

Also, provide the following documentation:

- ☐ Copy of any water users' association / agreement (s) that are currently in effect, which outlines water schedules and maintenance responsibilities.

Applicant Acknowledgement

I, the undersigned, agree that prior to the Development Services Department accepting this application I am responsible to have all of the required information and site plans.

I further acknowledge that the irrigation system, as approved by the Planning and Zoning Commission and ultimately the Board of County Commissioners, must be bonded and/or installed prior the Board's signature on the final plat.

Signed: _____ Date: ____/____/____
Property Owner (Application Submitted)

Signed: _____ Date: ____/____/____
Applicant/Representative (if not property owner) (Application Submitted)

Accepted By: _____ Date: ____/____/____
Director / Staff

FLOODPLAIN DEVELOPMENT PERMIT

Canyon County Development Services Department

The undersigned hereby makes application for permit to develop, demolish, or excavate in a designated floodplain area. The work to be performed is described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Canyon County Floodplain Ordinance and with all other applicable local, State and Federal regulations. This application does not create liability on the part of the Canyon County or any officer or employee thereof for any flood damage that results from reliance on this application or any administrative decision made lawfully thereunder.

PROPERTY OWNER	OWNER NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:
Signature: _____ Date: _____		

APPLICANT OR BUILDER:	APPLICANT NAME:	
	MAILING ADDRESS:	
	PHONE:	EMAIL:

ADDRESS AND LOCATION OF THE PROPERTY:

A. DESCRIPTION OF WORK

1. Proposed Work:

- | | |
|---|---|
| ☐ New Construction (includes bridges and fences) | ☐ Manufactured Home |
| ☐ Improvement to Existing Building | ☐ Filling/Grading |
| ☐ Demolition (includes equip. storage) | ☐ Excavation (includes culverts, dredging, vegetation, paving, and drilling, mineral extraction ponds) |

2. Describe in Detail:

3. Size of Proposed Development (attach site plan): _____
4. Per the floodplain map, what is the zone and panel number of the area of the proposed development: _____

Zone: _____ Panel Number: _____

5. Are there any other Federal, State, or local permits obtained? _____
- ☐ Yes ☐ No

Type: _____ Agency: _____

B. COMPLETE FOR NEW STRUCTURES AND BUILDING SITES:

1. Base Flood Elevation at the Site (in ft.): _____
2. What is the total cost of the proposed construction? _____
3. Elevation to which all utilities, including all heating and electrical equipment, will be protected from flood damage: _____

Feet

C. COMPLETE FOR ALTERATIONS, ADDITIONS, OR IMPROVEMENTS TO EXISTING STRUCTURES:

1. What is the estimated market value of the existing structure? \$ _____
2. What is the total cost of the proposed construction? \$ _____

If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then substantial improvement provisions shall apply.

D. COMPLETE FOR NON-RESIDENTIAL FLOOD-PROOFED CONSTRUCTION:

1. Type of floodproofing method: _____
2. The required floodproofing elevation is: _____
3. Floodproofing certification by a registered engineer is attached? ☐ Yes ☐ No

E. COMPLETE FOR SUBDIVISION AND ADMINISTRATIVE LAND DIVISIONS:

1. Floodproofing certification by a registered engineer is attached? ☐ Yes ☐ No
2. If yes, does the plat or proposal clearly identify the base flood elevation? ☐ Yes ☐ No
3. Are the 100-year floodplain and floodway delineated on the site plan? ☐ Yes ☐ No

F. COMPLETE FOR DEMOLITION WITHIN THE FLOODPLAIN:

1. Describe the items to be demolished: _____
2. Describe equipment and material stored on site: _____
3. Describe the length of time equipment and materials will be stored on site: _____

G. COMPLETE FOR EXCAVATION, GRADING, AND FILLING WITHIN THE FLOODPLAIN:

1. Describe the total area to be excavated: _____
2. Describe the total area to be dredged: _____
3. Describe the area of vegetation and/or debris to be removed: _____
4. Describe the total area of a culvert to be installed: _____
5. Describe type of fill material used: _____
6. Describe the amount of fill material used: _____
7. Does the proposed work involve any wetlands? ☐ Yes ☐ No

Please check with the following agencies for possible joint permit requirements under all above sections:

- Idaho Dept. of Environmental Quality
- Idaho Dept. of Lands
- U.S. Army Corps of Engineers
- Idaho Dept. of Fish & Game
- Idaho Dept. of Water Resources
- Environmental Protection Agency

ADMINISTRATIVE USE ONLY

1. Permit **Approved** ☐ Permit **Denied** ☐
2. Elevation Certificate Attached: ☐ Yes ☐ No
3. As per plan, Lower Floor Elevation: _____ ft.
4. Are additional required permits or certificated attached? ☐ Yes ☐ No
5. Permit Reviewed by: _____ Date: _____
6. Local Administrator Signature: _____ Date: _____

CONDITIONS/COMMENTS:
