



CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616
Phone #: (208) 939-0227

COMBINED PRELIMINARY/FINAL PLAT APPLICATION

Please call (208) 939-0227 to schedule a submittal meeting and to determine applicable fees

FILE NO.:	PP – – / FP – –	FEE:	
CROSS REF. FILES:			

APPLICANT: _____ PHONE: _____

Owner Purchaser

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL: _____

ENGINEER: _____ PHONE: _____

ENGINEER ADDRESS: _____

ENGINEER EMAIL: _____

REPRESENTED BY
(if different from above): _____ PHONE: _____

REPRESENTATIVE ADDRESS: _____

REPRESENTATIVE EMAIL: _____

ADDRESS & LOCATION OF SITE: _____

For combining Preliminary and Final Plat in Minor Subdivisions: The applicant may request that the subdivision application be processed as both a preliminary and final plat if all the following exist:

1. The proposed subdivision does not exceed ten (10) lots;
2. No new street dedication or street widening is involved;
3. No major special development considerations are involved such as development in a floodplain, hillside development or the like;
4. All required information for both preliminary and final plat is complete and in an acceptable form; and
5. The proposed subdivision is not in conflict with the Comp Plan or any provision of the Zoning Title of the City.

Please complete chart:

	COMP PLAN DESIGNATION	ZONING DESIGNATION	LAND USE
Existing			
Proposed			
North of site			
South of site			
East of site			
West of site			

DESIGN REVIEW OVERLAY DISTRICT: DDA TDA CEDA DSDA No Overlay

SITE DATA:

Total Acreage of Site	
Total Acreage of Land in Contiguous Ownership	
Total Number of Lots	
Residential	
Commercial	
Industrial	
Common	

Total Number of Units	
Single-family	
Duplex	
Multi-family	
Total Acreage of Any Out-Parcels	

ADDITIONAL SITE DATA:

Dwelling Units per Gross Acre	
Minimum Lot Size	
Minimum Lot Width	
Minimum Street Frontage	
Total Acreage of Common Lots	

Total Gross Square Footage of Commercial Buildings	
Total Gross Square Footage of Industrial Buildings	
Total Gross Square Footage of Other Non-Residential Buildings	

EXISTING SITE CHARACTERISTICS:

Describe On and Off-Site Circulation:

Describe any Greenbelts:

Describe Open Space Areas (inclusive of proposed amenities):

Street Classification: Public Private

Justification for Private Streets (if applicable):

Number of Blocks Less Than 500-Feet: _____

Cul-de-sac Design (if proposed): **Radius:** _____ **Length:** _____

Type of Sidewalks Proposed (Detached, Meandering, Location, etc.):

Type of Curbs and Gutters Proposed:

Describe Street Lighting (location, type):

Describe Pedestrian Walkways (location, width, material):

Describe Bike Paths:

PUBLIC SERVICES:

Potable Water: Available Unavailable Agency providing service: _____
Irrigation Water: Available Unavailable Agency providing service: _____
Sanitary Sewer: Available Unavailable Agency providing service: _____
Fire Protection: Available Unavailable Agency providing service: _____
Street(s) providing access: _____

Schools serving this location: Elementary School(s): _____
Middle School(s) : _____
High School(s): _____

SPECIAL ON-SITE FEATURES (Yes or No - If yes, explain):

Areas of Critical Environmental Concern – _____
Evidence of Erosion – _____
Fish Habitat – _____
Floodplain – _____
Mature Trees – _____
Riparian Vegetation – _____
Steep Slopes – _____
Stream/Creek – _____
Unique Animal Life – _____
Unique Plant Life – _____
Unstable Soils – _____
Wildlife Habitat – _____

Application Submittal Requirements

- | Applicant
Use | | Staff
Use |
|------------------|--|--------------------------|
| 1. | <input type="checkbox"/> Date of pre-application meeting: _____ Note: Pre-application meetings are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application. (Application timelines are available in the Planning and Zoning Department or on-line at cityofeagle.org). | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> A complete Combined Preliminary/Final Plat Application form (it is the applicant's responsibility to use a current application). | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> Verification of a neighborhood meeting being held prior to the submittal of this application. The verification shall include the time, date, and location of the meeting, a copy of the letter mailed by the applicant, a copy of the mailing list, and a sign-up sheet from the meeting.
Refer to Eagle City Code Section 8-7-8(B)(1) found on application page 6 for noticing requirements and neighborhood meeting requirements. | <input type="checkbox"/> |

4. Names and addresses of all adjoining property all property owners and purchasers of record owning property located within the respective radius of the exterior boundary of the application property as set forth in table D-1 below. The addresses shall be submitted to the City on **two (2)** sets of address labels, and a map showing the addresses in relation to the land being considered shall be submitted.

Table D-1 – Eagle City Code Section 8-7-8(D)

Application properties zoned:	The notice distance shall be:
RR and RUT	1,500-feet
A and A-R	1,500-feet
R-E	1,000-feet
R-1	800-feet
All other zones	500-feet

5. Legal description of the property.
6. Copy of Deed.
7. If the signator on this application is not the owner of the property, an **original** notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.
8. One (1) 8 ½" x 11" vicinity map.
9. One (1) 8 ½" x 11" colored aerial photo depicting the proposed site and surrounding area within five-hundred feet (500').
10. One (1) 8½" x 11" copy and one (1) 11" x 17" (if applicable) copy of the proposed Subdivision Fencing Plan and detailed cut-sheets of fencing styles for all common areas (if applicable). Fencing for individual single-family/two-family lots shall be designed in accordance with Eagle City Code Section 9-3-10.
11. One (1) 8½" x 11" site plan showing proposed location of subdivision Cluster Mail Box Units (CBUs).
12. One (1) 8½" x 11" copy of the Street Light Plan with approved cut-sheets showing street light location, height, wattage, lumen output.
13. Proposed subdivision name approved by County Engineer.
14. In case of developments with slopes of 10% or greater, three (3) 24" x 36" **folded** copies of the engineering and grading plans in accordance with Eagle City Code Section 9-5-3 shall be provided.
15. In case of developments with water bodies, canals, drainage ditches, or similar, provide a wetlands review letter prepared by the Army Corps of Engineers or other certified contractor.
16. Seventeen (17) full size copies of the Final Plat (**folded**).
17. One (1) 8½" x 11" copy of the Final Plat.
18. Provide a written justification for the proposed subdivision addressing the following 1-5:
- (1) The conformance of the subdivision with the Comprehensive Development Plan;
 - (2) The availability of public services to accommodate the proposed development;
 - (3) The continuity of the proposed development with the capital improvement program;
 - (4) The public financial capability of supporting services for the proposed development; and
 - (5) The other health, safety and environmental problems that may be brought to the City's attention.
19. One (1) copy of a pressurized irrigation plan and associated documents (prepared in accordance with the "Pressurized Irrigation Standards" supplemental document available at cityofeagle.org) for any new residential subdivision and/or PUD.
- A waiver may be requested for the requirement of the installation of a pressurized irrigation system if any of the situations exist as outlined in Eagle City Code Section 9-4-1-9(C)(2) and documentation is submitted with this application. Any requested waiver must be approved by the City Council.**

- | Applicant Use | | Staff Use |
|---------------|---|--------------------------|
| 20. | <input type="checkbox"/> One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Plat and/or Site Plan on a CD or USB drive. | <input type="checkbox"/> |
| 21. | <input type="checkbox"/> One (1) PDF copy of the final engineering construction drawings (including drainage calculations) showing street, sidewalk, water, sewer, pressurized irrigation facilities, pumping station, drainage and any other public improvements, provided on a CD or USB drive. | <input type="checkbox"/> |
| 22. | <input type="checkbox"/> Two (2) copies of the final engineering construction drawings (including drainage calculations) showing street, sidewalk, water, sewer, pressurized irrigation facilities, pumping station, drainage and any other public improvements. (See note below) | <input type="checkbox"/> |
| 23. | <input type="checkbox"/> Two (2) printed copies of the subdivision CC&R's, and one (1) Microsoft Word document of the CC&Rs provided on a CD or USB drive. | <input type="checkbox"/> |
| 24. | <input type="checkbox"/> Payment of application fees.
Please call (208) 939-0227 prior to submittal meeting to determine application fee calculations. | <input type="checkbox"/> |
| 25. | <input type="checkbox"/> Application submittal meeting date and time: _____.
Submittal meetings are required for all application submittals; meetings must be scheduled a minimum of two (2) business days in advance of the requested meeting date, and are subject to availability on the requested date. Please call (208) 939-0227 to schedule a submittal meeting. | <input type="checkbox"/> |

NOTE: The applicant shall not construct any required improvements, including storm drainage or roadway facilities, until the City has received a copy of the ACHD stamped and approved final engineering construction drawings. Upon receipt of the ACHD approved construction drawings and confirmation by the City Engineer that they comply with the City-approved construction drawings, the City will issue a "notice to proceed" to the applicant's representative.

**NEIGHBORHOOD MEETING REQUIREMENTS
EAGLE CITY CODE SECTION 8-7-8(B)**

B. Neighborhood Meetings: Applicants shall conduct a neighborhood meeting for comprehensive plan amendments, variances, conditional uses, Zoning Ordinance map amendments, and subdivisions. A neighborhood meeting shall not be required for City initiated applications. (Ord. 809, 4-9-2019)

1. Meeting Requirements:

- a. It shall be the sole duty of the applicant to provide mailed written notice, in a form deemed appropriate by the zoning administrator, to all property owners or purchasers of record owning property within the respective radius of the exterior boundary of the application property as set forth in Table B-1 below. Notice by mail shall also be provided to homeowners' associations that are contiguous to the exterior boundary of the application property. Mailed notice to neighborhood associations and any additional area that may be impacted by the proposed change shall be provided as determined by the zoning administrator. The neighborhood meeting written notice shall be provided by mail a minimum of fifteen (15) calendar days prior to the scheduled neighborhood meeting. For application properties which are 500-acres in size or larger, notice of the neighborhood meeting shall be provided to all property owners within the entire city limits.

Table B-1

Application properties zoned:	The notice distance shall be:
RR and RUT	1,500-feet
A and A-R	1,500-feet
R-E	1,000-feet
R-1	800-feet
All other zones	500-feet

(Ord. 820, 1-9-2020)

- b. The purpose of the neighborhood meeting is for the applicant to provide project information to the property owners or purchasers of record mentioned in subsection B1a of this section.
 - (1) Meetings shall be on a Saturday between ten o'clock (10:00) A.M. and seven o'clock (7:00) P.M., or on a weekday between six o'clock (6:00) P.M. and eight o'clock (8:00) P.M. The meeting shall not be on a holiday, a holiday weekend or the day before or after a holiday or holiday weekend.
 - (2) The meeting shall be held either on the application property, at the nearest public meeting place, or at an office space with suitable meeting facilities if such facilities are within the city of Eagle area of impact boundary.
- c. The neighborhood meeting shall be conducted prior to the submittal of the application.
- d. Application materials shall include a written verification of the neighborhood meeting and a dated copy of notice provided to affected property owners. (Ord. 699, 5-28-2013)

**POSTING REQUIREMENTS OF THE CITY OF EAGLE
EAGLE CITY CODE SECTION 8-7-8(E)**

Posted Notice: Except as noted within this subsection, any time notice is required under subsection D of this section, the land being considered shall be posted not less than ten (10) days prior to the planning and zoning commission hearing and again not less than ten (10) days prior to the city council hearing. For comprehensive plan land use map amendments and/or zoning ordinance map amendments consisting of changes to more than ten (10) parcels of land posted notice shall not be required unless all parcels under request for amendment are contiguous and if the parcels abut a public right of way. In such cases a minimum of one four foot by eight foot (4' x 8') plywood sign shall be placed adjacent to the right of way. Otherwise, three (3) notices in the official newspaper or paper of general circulation, with the third notice appearing a minimum of ten (10) days prior to the public hearing, shall be published. The notice shall include a six inch by six inch (6" x 6") minimum size graphic representation showing the proposed comprehensive plan land use map or Zoning Ordinance map amendments. Except as noted herein, posting of the property must be in substantial compliance with the following requirements: (Ord. 503, 1-11-2005)

1. Signage Requirements:

- a. The sign(s) shall consist of 4' x 4' plywood or other hard surface mounted on two (2) 4" x 4" posts in such a manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three-feet (3') above the ground.
- b. Centered at the top of the 4' x 4' sign board(s) in six-inch letters shall be the words "Public Notice". In addition, each sign will inform the public of the name of the applicant, and if applicable, the proposed development, the date, time, place, and nature of the public hearing and a summary of the proposal to be considered. Each sign shall be painted white and the letters shall be painted black and shall appear on both sides. An example of this sign is set forth in the following illustration.

Size = 6 inches-----

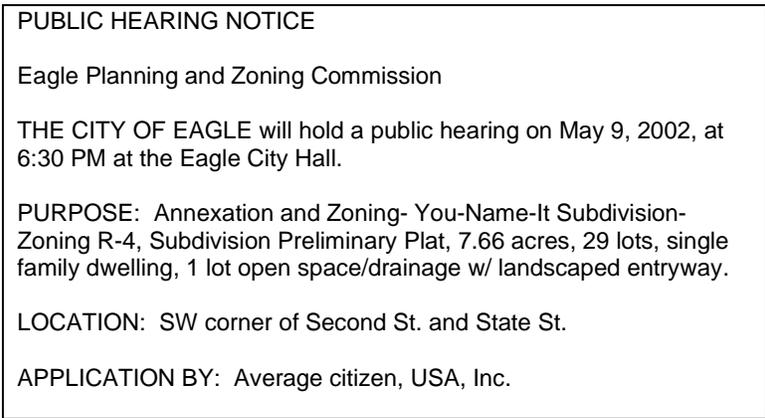
Size = 2 inches-----

Size = 1.5 inches-----

Size = 1.5 inches-----

Size = 1.5 inches-----

Size = 1.5 inches-----



- c. In lieu of the above conditions, for conditional use permit applications made pursuant to Eagle City Code Section 8-3-2(E) (Mobile Home - temporary living quarters) of this Title only, the sign shall consist of one (1) 11" x 17" sign on paper or other material and lettering sufficient to inform the public of the name of the applicant, and, if applicable, the proposed development, the date, time, place, and nature of the public hearing and a summary of the proposal to be considered.

- 2. The sign(s) shall be posted on the land being considered along each roadway that is adjacent to it. The signs shall be located on the property outside of the public right-of-way, if they can be so located and remain clearly visible from the roadway; otherwise, the consent of the owner of the right-of-way must be obtained and the sign(s) located therein. Except as noted herein, if the land being considered consists of more than one parcel of record, a sign must be located upon each parcel. The Zoning Administrator, upon finding that adequate notice will be provided, may not require all signs to comply with the size requirements of Subsection 1 above. In the event that the land being considered includes properties with 500-feet or more of road frontage, a sign shall be placed on each end of the property roadway frontage. If this property includes a corner lot, three signs shall be posted, one on the corner and one on each end of the property roadway frontages.
- 3. The applicant shall submit a certification to the City Clerk no later than seven (7) days prior to the hearing as to what, where, and when sign(s) were posted. Unless the certification is received by such date, the hearing will be canceled.
- 4. No later than three (3) days after the noticed hearing and any continuation thereof, sign(s) must be removed. A penalty of \$25.00 per day shall be imposed against each applicant for late removal of the signs. (Ord. 312A, 2-10-1998)

NOTE:

IF THE CITY COUNCIL OR THE ZONING ADMINISTRATOR DETERMINE THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND /OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, ANY DATES OUTLINED FOR PROCESSING MAY BE RESCHEDULED BY THE CITY.

APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.

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Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.

The City does not guarantee acquisition of public services provided by any agency. The developer, property owner and/or applicant of this Preliminary Development Plan and Conditional Use Permit Application for Planned Unit Developments does hereby release and indemnify and hold harmless the City of Eagle from any and all claims, cost, damages, etc., from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, central water service, sanitary sewer service, access to public roads and fire protection. "Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."

Signature of Applicant _____ Date _____

Printed name of Applicant _____ Date _____

City staff comments: _____

Signature of receipt by City Staff _____ Date _____

Language to be used for "Approval of City Council" and "Certificate of City Engineer" on the Final Plat:

Certificate of City Engineer

I, THE UNDERSIGNED, CITY ENGINEER IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE CHECKED THIS FINAL PLAT AND THAT THE EAGLE CITY REQUIREMENTS REGARDING FINAL PLATS HAVE BEEN MET.

EAGLE CITY ENGINEER

Approval of City Council

I, THE UNDERSIGNED, CITY CLERK IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT AT A REGULAR MEETING OF THE CITY COUNCIL HELD ON THE _____ DAY OF _____, THIS FINAL PLAT WAS APPROVED AND ACCEPTED.

CITY CLERK