



FINAL PLAT SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.

Applicant Use STAFF USE

- Date of pre-application meeting: _____
Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.
- A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- Copy of Deed.
- If the signatory 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.
- Complete Data Tables Below:

LAND USE AND ZONING INFORMATION			
Design Review Overlay Districts:	<input type="checkbox"/> DDA <input type="checkbox"/> TDA <input type="checkbox"/> CEDA <input type="checkbox"/> DSDA <input type="checkbox"/> No Overlay		
Land Use:	<input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use		
	Comp Plan Designation:	Zoning Designation:	Land Use:
Existing:			
Proposed:			
North of Site:			
South of Site:			
East of Site:			
West of Site:			

SITE DATA			
Total Acreage of Site:		Total Number of Units:	
Total Acreage of Land in Contiguous Ownership:		# of Single-Family Units:	
Total # of Lots:		# of Duplexes:	
# of Residential Lots:		# of Multi-Family:	
# of Commercial Lots:		Total Acreage of Any Out-Parcels:	
# of Industrial Lots:		Total Gross Square Feet of Commercial Buildings:	
# of Common Lots:		Total Gross Square Feet of Industrial Buildings:	
Dwelling Units per Gross Acre:		Total Gross Square Feet of Residential Buildings:	
Minimum Lot Size:		Minimum Street Frontage:	
Minimum Lot Width:		Total Acreage of Common Lots:	
EXISTING SITE CHARACTERISTICS			
Describe the Existing Site Characteristics:			
Describe On and Off-Site Circulation:			
Describe any Greenbelts:			

- One (1) 8½" x 11" copy of the Preliminary Plat.
- One (1) 8½" x 11" copy of the Final Plat.
- Five (5) 24" x 36" copies of the Final Plat **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
- Two (2) 24" x 36" copies of the approved Preliminary Plat **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
- Three (3) 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)
- One (1) 8½" x 11" copy of the Street Light Plan with approved cut-sheets showing street light location, height, wattage, lumen output.

- One (1) 8½" x 11" copy and one (1) 11" x 17" (if applicable) copy of the Subdivision Fencing Plan and detailed cut-sheets of fencing styles approved by the Design Review Board 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](#).
- One (1) set of 24" x 36" Pathways and Trails plan (if development impacts existing pathways and trails, or if development would trigger improvements based on the [City of Eagle adopted Pathways and Trails Master Plan](#)) showing the following:
 - Pathway locations, type, and width.
 - Sidewalk locations, type, and width.
 - Location of existing easements for irrigation companies.
 - Indicate location of canal routes and specify which ones will be covered and which will stay open
- One (1) copy of any canal company license agreements (if applicable).
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space (if applicable)
- Subdivision name approved by the County Engineer.
- One (1) printed copy of the subdivision CC&R's, and one (1) Microsoft Word document of the CC&Rs provided on a CD.
- A short description/narrative addressing how each site specific and standard condition of approval has been complied with.
- One (1) PDF copy on a CD 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.
- One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Final Plat and/or Site Plan on a CD.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- Payment of application fees. Please submit the [Planning and Zoning Application Fee Calculation Request Form](#) a minimum of two (2) working days prior to application submittal to confirm required application fees.
- Any additional information to aid in understanding the project.

- BELOW IS THE LANGUAGE TO BE USED FOR “Approval of City Council” AND “Certificate of City Engineer” ON THE RECORD OF SURVEY:**

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 SURVEY AND THAT THE EAGLE CITY REQUIREMENTS REGARDING A PARCEL DIVISION 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 , 20 , THIS PARCEL DIVISION WAS APPROVED AND ACCEPTED.

CITY CLERK

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

Applicant/Representative Printed Name

Date

Applicant/Representative Signature