



PRELIMINARY 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 receipt of this application.
- A complete Master Land Use Application. (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.
- 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 \(B\)\(1\)](#) for noticing requirements and neighborhood meeting requirements.
- 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 property 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

- Legal description of the property.
- 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.

- One (1) 8 ½" x 11" vicinity map with plat overlay showing the relationship of the proposed plat to the surrounding area (1/2-mile radius, scale option)
- One (1) 8 ½" x 11" colored aerial photo depicting the proposed site and surrounding area within five-hundred feet (500').
- One (1) 8½" x 11" copy and one (1) 11" x 17" copy of the proposed Subdivision Fencing Plan showing the type and location of fencing (open style type) between all common and residential lots, and on the street-side of corner lots. Provide 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. [Eagle City Code Section 9-3-10.](#)
- One (1) 8½" x 11" site plan showing proposed location of subdivision Cluster Mailbox Units (CBUs).
- One (1) 8½" x 11" copy of the Streetlight Plan with cut-sheets showing streetlight location, height, wattage, lumen output.
- Proposed subdivision name approved by County Engineer.
- 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 9-5-3-3](#), **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)** shall be provided.
- 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.
- A Natural Features Analysis, which includes the following:
 - Hydrology (Visit www.fws.gov/wetlands/data.mapper.html)
 - Soils (Visit www.nrcs.usda.gov)
 - Topography
 - Vegetation
 - Sensitive Plant & Wildlife Species (Provide a letter from Idaho Department of Fish & Game)
 - Historic Resources
 - Hazardous Areas
 - Impact on Natural Features
- Seven (7) full size copies (folded) of the preliminary plat **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#)**. The preliminary plat shall outline preliminary engineering construction for streets, water, sewer, streetlights, sidewalks, fire hydrants, and any other public improvements. Plats shall show drainage information, typical street sections, the location of existing buildings, water bodies or courses, existing mature trees (including a notation of respective tree species), and the location of currently dedicated streets at the point where they adjoin and/or are immediately adjacent. Show individual lot areas on the plat. The preliminary plat shall include the entire area scheduled for development if the proposed subdivision is a portion of a larger holding intended for subsequent development. Additional plans will be required once the hearing has been scheduled.
- One (1) 8½" x 11" copy of the preliminary plat.

- 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.**
- One (1) set of 24" x 36" Pathways and Trails 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)
- Provide a written justification for the proposed subdivision addressing the following:
 - The conformance of the subdivision with the Comprehensive Development Plan;
 - The availability of public services to accommodate the proposed development;
 - The continuity of the proposed development with the capital improvement program;
 - The public financial capability of supporting services for the proposed development; And
 - The other health, safety and environmental problems that may be brought to the City's attention.

For large-scale developments [incorporating fifty (50) or more lots or dwelling units]:

- Identify all public services that would be provided to the development including, but not limited to fire protection, police protection, central water, central sewer, road construction, parks and open space, recreation, maintenance, schools, and solid waste collection.
- Provide an estimate of the public service costs to provide adequate service to the development.
- Provide an estimate of the tax revenue that will be generated from the development.
- Provide suggested public (or private) means of financing the services for the development if the cost for the public services would not be offset by the tax revenue received from the development.
- One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Plat and/or Site Plan on a CD or USB drive.
- A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.
- Any additional information to aid in understanding the project.
- Please complete the following data tables:

LAND USE AND ZONING INFORMATION			
	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 Number of Lots:		# of Duplex Units:	
# of Residential Lots:		# of Multi-Family Units:	
# of Commercial Lots:		Total Acreage of Any Out-Parcels:	
# of Industrial Lots:		Total Number of Units:	
# of Common Lots:		Dwelling Units Per Gross Acre:	

ADDITIONAL SITE DATA:			
Minimum Lot Size:		Minimum Lot Width:	
Minimum Street Frontage:		Total Gross Square Footage of Commercial Buildings:	
Total Acreage of Common Lots:		Total Gross Square Footage of Industrial Buildings:	
Percent of Site as Common Area:		Total Gross Square Footage of Other Non-Residential Buildings:	

EXISTING SITE CHARACTERISTICS
Describe the Existing Site Characteristics:
Describe On and Off-Site Circulation:
Describe any Greenbelts:

Describe Open Space Area (inclusive of proposed amenities):
Street Classification: <input type="checkbox"/> Public <input type="checkbox"/> Private
Justification for Private Streets (if applicable):
Number of Blocks Less than 500-Feet:
Cul-de-sac Design (if proposed): Radius: _____ Length:
Types and Location of Sidewalks Proposed (Detached, Meandering, etc.)
Type of Curbs and Gutters Proposed:
Describe Street Lighting (location, type):
Describe Pedestrian Walkways (location, width, material):
Describe Bike Paths:

SPECIAL ON-SITE FEATURES	
Areas of Critical Environmental Concern:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Evidence of Erosion:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Fish Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Floodplain:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Mature Trees:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Riparian Vegetation:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Steep Slopes:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Stream/Creeks:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Unique Animal Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Unique Plant Life:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Unstable Soils:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____
Wildlife Habitat:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____

PUBLIC SERVICES	
Potable Water: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider: _____
Irrigation Water: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider: _____
Sanitary Sewer: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider: _____
Fire Protection: <input type="checkbox"/> Available <input type="checkbox"/> Unavailable	Service Provider: _____
Street(s) providing access:	_____
Schools serving this location:	
Elementary School(s):	_____
Middle School(s):	_____
High School(s):	_____

- A completed [Fiscal Impact Worksheet](#) for residential subs of ten (10) lots or more, and all commercial subdivisions.
- Land shall be posted prior to the Planning and Zoning Commission hearing and again prior to the City Council hearing in accordance with [Eagle City Code Section 8-7-8 \(E\)](#).
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- 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.
- A site report will be required from the appropriate health district where individual wells or septic

tanks are proposed.

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