



# CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616

Phone #: (208) 939-0227 Fax #: (208) 938-3854

## COMBINED PRELIMINARY/FINAL PLAT APPLICATION

**\*Please call prior to submittal appointment to determine applicable fees\***

FILE NO.:

CROSS REF.

FILES:

FEE:

APPLICANT:

PHONE:

Owner  Purchaser

APPLICANT ADDRESS:

E-MAIL ADDRESS:

OWNER:

PHONE:

OWNER ADDRESS:

OWNER EMAIL:

ENGINEER:

PHONE:

ENGINEER ADDRESS:

ENGINEER EMAIL:

REPRESENTED BY:

PHONE:

*(If different from above)*

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.

**Complete Chart:**

	<b>COMP PLAN DESIGNATION</b>	<b>ZONING DESIGNATION</b>	<b>LAND USE</b>
<b>Existing</b>			
<b>Proposed</b>			
<b>North of site</b>			
<b>South of site</b>			
<b>East of site</b>			
<b>West of site</b>			

**SITE DATA:**

Total Acreage of Site - \_\_\_\_\_

Total Acreage of Land in Contiguous Ownership: \_\_\_\_\_

Total Number of Lots - \_\_\_\_\_

Total Number of Units - \_\_\_\_\_

Residential - \_\_\_\_\_

Single-family - \_\_\_\_\_

Commercial - \_\_\_\_\_

Duplex - \_\_\_\_\_

Industrial - \_\_\_\_\_

Multi-family - \_\_\_\_\_

Common - \_\_\_\_\_

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 - \_\_\_\_\_

Percent of Site as Common Area - \_\_\_\_\_

**(If Applicable):**

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 (what amenities are being provided?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Private or Public Streets: \_\_\_\_\_

Applicant's Justification for Private Streets (if proposed) - supply separate written narrative

Number of Blocks Less Than 500' - \_\_\_\_\_

Cul-de-sac Design (if proposed) -

Radius: \_\_\_\_\_ Length: \_\_\_\_\_

Type of Sidewalks Proposed: \_\_\_\_\_

Type of Curbs and Gutters Proposed: \_\_\_\_\_

Describe Lighting: \_\_\_\_\_

Describe Pedestrian Walkways: \_\_\_\_\_

Describe Bike Paths: \_\_\_\_\_

**PUBLIC SERVICES** (Provide a brief narrative stating what services are available and agency providing service):

Potable Water: \_\_\_\_\_

Irrigation Water: \_\_\_\_\_

\_\_\_\_\_

Sanitary Sewer: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

\_\_\_\_\_

Schools: \_\_\_\_\_

\_\_\_\_\_

Roads: \_\_\_\_\_

**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 - \_\_\_\_\_

Historical Assets - \_\_\_\_\_

## Application Submittal Requirements

- | Applicant Use |  | Staff Use |
|---------------|--|-----------|
| 1.            | <input type="checkbox"/> Date of pre-application meeting: _____ <b>Note:</b> Pre-applications 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 <a href="http://cityofeagle.org">cityofeagle.org</a> ).  | □         |
| 2.            | <input type="checkbox"/> A complete Combined/Preliminary Plat Application form (it is the applicant's responsibility to use a current application).  | □         |
| 3.            | <input type="checkbox"/> Legal description of property.  | □         |
| 4.            | <input type="checkbox"/> Legal description of property that meets and bounds to the center line of all right of ways with appropriate closure to meet the standards of the Ada County Engineer.  | □         |
| 5.            | <input type="checkbox"/> If the signator on this application is not the owner of the property, an <b>original</b> notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application is required.   | □         |
| 6.            | <input type="checkbox"/> Names and addresses of all adjoining owners of property and residents within three hundred feet (300') of the external boundaries of the land being considered as shown on record in the County Assessor's Office. The addresses shall be submitted to the City on two sets of address labels including a map showing the addresses in relation to the land being considered.   | □         |
| 7.            | <input type="checkbox"/> Sixteen (16) 24" x 36" copies ( <b>folded</b> ) and one (1) 8½" x 11" reduction of the preliminary plat. The preliminary plat shall outline preliminary engineering construction for streets, water, sewer, street lights, sidewalks and any other public improvements. Plats shall show 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.<br><br>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. | □         |

- 8.  Sixteen (16) 24" x 36" copies of the Final Plat (**folded**).
- 9.  One (1) 8 ½" x 11" copy of the Final Plat.
- 10.  One (1) 8 ½" x 11" vicinity map.
- 11.  One (1) 8 ½" x 11" colored aerial photo depicting proposed site and surrounding area within five-hundred feet (500').
- 12.  Two (2) copies of the final engineering construction drawings showing street, sidewalk, water, sewer, pressurized irrigation facilities, pumping station, and any other public improvements.
- 13.  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.
- 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.  Two (2) copies of a pressurized irrigation plan and associated documents (prepared in accordance with the "Pressurized Irrigation Standards" supplemental document available at Eagle City Hall) 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 ECC 9-4-1-9 C (2) and documentation is submitted with this application. Any requested waiver must be approved by the City Council.
- 16.  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 8-7-8 for requirements.
- 17.  Two (2) copies of the subdivision CC&R's.

**POSTING REQUIREMENTS OF THE CITY OF EAGLE  
EAGLE CITY ORDINANCE #312 2/10/98 (ECC 8-7-8)**

Posted Notice: Except as noted within this paragraph, any time notice is required, 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. Except as noted herein, posting of the property must be in substantial compliance with the following requirements:

- 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-----	PUBLIC HEARING NOTICE
Size = 2 inches-----	Eagle Planning and Zoning Commission
Size = 1.5 inches-----	THE CITY OF EAGLE will hold a public hearing on May 9, 2002, at 6:30 PM at the Eagle City Hall.
Size = 1.5 inches-----	PURPOSE: Annexation and Zoning- You-Name-It Subdivision- Zoning R-4, Subdivision Preliminary Plat, 7.66 acres, 29 lots, single family dwelling, 1 lot open space/drainage w/ landscaped entryway.
Size = 1.5 inches-----	LOCATION: SW corner of Second St. and State St.
Size = 1.5 inches-----	APPLICATION BY: Average citizen, USA, Inc.

- 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.

**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.

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 Combined Preliminary/Final Plat application 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/Representative \_\_\_\_\_

Date \_\_\_\_\_

Printed name of Applicant/Representative \_\_\_\_\_

Date \_\_\_\_\_

Signature of receipt by City staff \_\_\_\_\_

Date \_\_\_\_\_