



CONDOMINIUM 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

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____.
<u>Note:</u> Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description of the property including meets and bounds to the center line of all adjacent right of ways with appropriate closure to meet the standards of the Ada County Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | A short descriptive/narrative addressing the proposed condominium project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) full scale copies of the Condominium Plat arranged in complete plan sets folded according to department standards – folding instruction available at PZ-Plan-Folding-Instructions-PDF . |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8½" x 11" reduction of the Condominium Plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8 ½" x 11" vicinity map at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of 24" x 36" Pathways and Trails plan showing the following: <ul style="list-style-type: none"><input type="checkbox"/> Pathway locations, type, and width.<input type="checkbox"/> Sidewalk locations, type, and width.<input type="checkbox"/> Location of existing easements for irrigation companies.<input type="checkbox"/> 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.
- One (1) copy of exclusive use easements of any kind that might impact pathways and/or open space
- Two (2) copies of the CC&R's and/or the property maintenance agreement.
- A completed Fiscal Impact Worksheet if seeking to change the density/intensity of the existing or previously approved uses on the site.
- A high-resolution digital copy of all plans and documents with each page saved as a separate file.
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.
- ALL COSTS INCURRED BY THE CITY IN REVIEWING THE CONDOMINIUM PLAT (i.e. City Engineer's Review) SHALL BE PAID PRIOR TO THE CITY CLERK SIGNING THE PLAT.
- 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 CONDOMINIUM PLAT AND THAT THE EAGLE CITY REQUIREMENTS REGARDING CONDOMINIUM PLATS HAVE BEEN MET.

EAGLE CITY ENGINEER

Approval of Zoning Administrator

I, THE UNDERSIGNED, CITY CLERK IN AND FOR THE CITY OF EAGLE, ADA COUNTY, IDAHO, DO HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20___, THE ZONING ADMINISTRATOR, ON BEHALF OF THE CITY COUNCIL DULY APPROVED THIS CONDOMINIUM PLAT.

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