



# COMBINED PRELIMINARY AND 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 completed 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.
- 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 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.
- Copy of Deed.
- If the signatory on this application is not the owner of the property, an **original** notarized

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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 at 1" = 300' scale (or similar), labeling the location of the property and adjacent streets.
- 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](#).
- One (1) 8½" x 11" site plan showing proposed location of subdivision Cluster Mail Box Units (CBUs).
- 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) 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)
- Proposed subdivision name approved by County Engineer.
- A Natural Features Analysis, which includes the following:
  - Hydrology (Visit [www.fws.gov/wetlands/data.mapper.html](http://www.fws.gov/wetlands/data.mapper.html))
  - Soils (Visit [www.nrcs.usda.gov](http://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
- 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.
- One (1) 8½" x 11" copy of the Preliminary Plat/Final Plat.
- Provide a written justification for the proposed subdivision addressing the following 1-5:

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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.

- 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) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Plat and/or Site Plan on a CD or USB drive.
- One (1) high resolution digital copy of all plans and documents, with each page saved as a separate file.
- 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.
- 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, **arranged in complete plan sets folded according to department standards – folding instruction available at [PZ-Plan-Folding-Instructions-PDF](#).**
- One (1) 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.
- Please complete the following data tables. Attach a separate sheet if needed.

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:			

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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 Areas (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:

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**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:**

**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: _____

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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):	

- Public hearing signs shall be posted on the land 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 \(E\)](#).
- A completed [Fiscal Impact Worksheet](#) if seeking to change the density/intensity of the existing or previously approved uses on the site.
- APPLICANT/REPRESENTATIVE MUST ATTEND THE CITY COUNCIL MEETING.**
- Any additional information to aid in understanding the project.
- 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.

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**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