



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.:	_____	FEE:	_____
CROSS REF.	_____		
FILES:	_____		

APPLICANT: _____ PHONE: _____

Owner Purchaser

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

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.

Please Complete Chart:

	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 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 - _____

(If Applicable):

Minimum Lot Size - _____

Total Gross Square Footage of Commercial Buildings - _____

Minimum Lot Width - _____

Total Gross Square Footage of Industrial Buildings - _____

Minimum Street Frontage - _____

Total Acreage of Common Lots - _____

Total Gross Square Footage of Other Non-Residential Buildings - _____

Percent of Site as Common Area - _____

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 (Detached, Meandering, Location, etc.): _____

Type of Curbs and Gutters Proposed: _____

Describe Street Lighting (location, type): _____

Describe Pedestrian Walkways (location, width, material): _____

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: _____ Note: 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 cityofeagle.org).	<input type="checkbox"/>
2.	<input type="checkbox"/> A complete Combined/Preliminary Plat Application form (It is the applicant's responsibility to use a current application).	<input type="checkbox"/>
3.	<input type="checkbox"/> 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.	<input type="checkbox"/>
4.	<input type="checkbox"/> Legal description of property.	<input type="checkbox"/>
5.	<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.	<input type="checkbox"/>
6.	<input type="checkbox"/> Copy of Deed. If the signator 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"/>
7.	<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.	<input type="checkbox"/>
8.	<input type="checkbox"/> Sixteen (16) 24" x 36" copies of the Final Plat (folded).	<input type="checkbox"/>
9.	<input type="checkbox"/> One (1) 8 ½" x 11" copy of the Final Plat.	<input type="checkbox"/>
10.	<input type="checkbox"/> One (1) 8 ½" x 11" vicinity map.	<input type="checkbox"/>
11.	<input type="checkbox"/> One (1) 8 ½" x 11" colored aerial photo depicting proposed site and surrounding area within five-hundred feet (500').	<input type="checkbox"/>

12. Two (2) 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)
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 printed (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. Subdivision name approved by the County Engineer.
17. Two (2) printed copies of the subdivision CC&R's, and one (1) Microsoft Word document of the CC&Rs provided on a CD.
18. One (1) georeferenced ArcMap-compatible file, such as a zipped shapefile, of the Final Plat and/or Site Plan on a CD.
19. 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.
20. One (1) 8½" x 11" copy of the Street Light Plan with approved cut-sheets showing street light location, height, wattage, lumen output.
21. 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.

NOTE: The applicant shall not construct any required improvements, including storm drainage or roadway facilities, until the City has received a copy of the ACHD stamped and approved final engineering construction drawings. Upon receipt of the ACHD approved construction drawings and confirmation by the City Engineer that they comply with the City-approved construction drawings, the City will issue a "notice to proceed with construction" to the applicant's designated representative.

**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.

City of Eagle Applications:

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."

I hereby attest that I have read and understand the above printed information _____ (initials).

Signature of Applicant/Representative _____ Date _____

Printed name of Applicant/Representative _____

Signature of receipt by City staff _____ Date _____

Language to be used for "Approval of City Council" and "Certificate of City Engineer" on the Final Plat:

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 FINAL PLAT AND THAT THE EAGLE CITY REQUIREMENTS REGARDING FINAL PLATS 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 _____, THIS FINAL PLAT WAS APPROVED AND ACCEPTED.

CITY CLERK