



City of Bellevue

115 E Pine Street
 P. O. Box 825 Bellevue, ID 83313
 208-788-2128 Fax 208-788-2092

SUBDIVISION APPLICATION

SUBDIVISION INFORMATION		
Preliminary Plat <input type="checkbox"/>	Final Plat <input type="checkbox"/>	
Proposed Name of Subdivision:		
Street Address:		
Mailing address:		
Legal Description of property:		
Current Zoning of Property:		
Regular Plat- 5 or more residential parcels: <input type="checkbox"/>		
		Lot Line Adjustment <input type="checkbox"/>
Engineer Name & Contact:		
PROPERTY OWNER		
Property Owner Name:		
Mailing Address:		
Phone #:	Fax #:	Cell #:
Email Address:		
On behalf of Trust or LLC- Contact:		
<p>Property Owner Consent:</p> <p>By Signature hereon, the property owner acknowledges that the City Officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any <i>ex parte</i> discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.</p> <p>Property Owners Signature: _____ Date: ____/____/____</p>		
FEE SCHEDULE		
<p>* ALL LEGAL, ENGINEERING, MAILING, PUBLICATION AND ALL OTHER CONSULTANT REVIEW FEES SHALL BE REIMBURSED 100% BY THE APPLICANT.</p>		
<input type="checkbox"/> Preliminary Plat- \$1000 +\$55/lot, sub-lot or unit	\$ _____	
<input type="checkbox"/> Final Plat- \$300 + \$25/lot	\$ _____	
<input type="checkbox"/> Lot Line Adjustment \$300	\$ _____	
<input type="checkbox"/> Final Plat Application \$25/lot	\$ _____	
<input type="checkbox"/> Publication: TBD	\$ _____	
<input type="checkbox"/> Mailing: TBD	\$ _____	
Total:	\$ _____	

PRELIMINARY PLAT CHECKLIST

Name: _____

Certified Complete by: _____

Date: ____/____/____

The following items must be submitted with the application for the application to be considered complete (v):

The Administrator shall review the preliminary plat application and data as well as the recommendations received by the various departments and agencies to ensure the said application and plat are in conformance with all applicable rules and regulations.

- ____ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered **and easement holders** within the subject property.
- ____ Name of proposed Subdivision, which shall not be the same or confused with the name of any other subdivision in Blaine County.
- ____ Name and address of owner on record, the subdivider, the engineer, and the surveyor.
- ____ Legal Description of the area platted.
- ____ The scale, north point and date.
- ____ Name of all adjacent subdivisions.
- ____ Current title report shall be provided at the time the preliminary plat is filed, together with a copy of the owner's recorded deed to said property.
- ____ **One (1) 11" x 17"** copies of large plat. *One (1) if application is a Lot Line Adjustment*
- ____ PDF files of all required documents and 11" x 17" plats
- ____ **Three (3) copies** of the entire preliminary plat shall be filed with the Administrator.
- ____ **One (1) large plat, to scale, including:**
 - ____ Location of subdivision as forming a part of some larger tract or parcel of land referred to in the records of the Blaine County Recorder.
 - ____ North point, scale and date.
 - ____ Existing zoning of the tract, zoning requested for each area if not already zoned, or if a zone change is requested.
 - ____ Zoning district(s) and boundaries, including any overlay district(s) and boundaries.
 - ____ Boundary lines of tract to be subdivided. If applicable, existing and proposed lines, easements or building envelopes to be adjusted.
 - ____ Contour map of the subdivision, with contour lines having maximum interval of five feet (5') to show the configuration of the land based upon U.S. Geodetic Survey data, and other data approved by the City engineer.
 - ____ The scaled location of existing buildings, water bodies and watercourses and location of the adjoining or immediately adjacent dedicated streets, roadways, easements- public and private.
 - ____ The Proposed location of street right-of-way, lots and lot lines, and easements, including all approximate dimensions and including all proposed lot and block numbers.
 - ____ Boundary description and the area of tract.
 - ____ The location, approximate size, and proposed use of all land intended to be dedicated for public use or for common use of all future property owners within the proposed subdivision.
 - ____ The Location of existing and proposed sanitary sewers, sewer services, storm drains, water supply mains, water services, fire hydrants and culverts within the property and immediately adjacent thereto.
 - ____ The proposed location of street right-of-way, lots and lot lines, and easements, including all approximate dimensions and including all proposed lot and block numbering and proposed street names.
 - ____ The plan and cross section of proposed streets and alleys showing widths of roadways, location of sidewalks, curb and gutter, location and species of street trees, drainage areas, parking areas, snow storage areas, and any other improvement proposed or require for the right-of-way.
 - ____ Direction of drainage flow and approximate grade of all streets.
 - ____ The location of all drainage canals and structures, proposed method of disposing runoff water, location and size of all drainage easements relating thereto, whether they are located within or outside of the proposed

plat.

- ___ All percolation tests and/or exploratory pit excavations required by State health authorities.
- ___ A copy of the provisions of the Articles of Incorporation and Bylaws of the Homeowners Association and/or condominium declarations to be filed with the final plat of the subdivision.
- ___ Vicinity map drawn to approximate scale showing the location of the proposed subdivision in reference to existing and/or proposed arterial and collector streets.
- ___ Proposed names of all the streets, whether new or continuous (new street names must not be the same or similar to any other street names used in Blaine County).
- ___ The boundaries of the floodplain, floodway, and Avalanche Zoning District shall be clearly delineated and marked in the preliminary map.
- ___ Building envelopes shall be shown on each lot all or part of which is within a floodplain, floodway, or Avalanche Zone, or any lot that is adjacent to the Big Wood River or any tributary; or any lot, a portion of which has a slope of twenty five percent (25%) or greater; or upon any lot which will be created adjacent to the intersection of two (2) or more streets.
- ___ Lot area of each lot.
- ___ Existing mature trees and establish shrub masses.
- ___ Parcel of land intended to be dedicated for required park space and proposed improvements thereon or written request to make voluntary cash contribution in-lieu of required park dedication and improvements.

PHASING PLAN, if applicable, including:

- ___ Numbers of lots in each phase.
- ___ Infrastructure planned for completion with each phase.
- ___ Amenities to be constructed with each phase.
- ___ Area Development Plan (if applicable).
- ___ Community Housing Plan (if applicable).
- ___ Flood Hazard Development Permit if property is located within or partially within the floodplain (if applicable)
- ___ Copy of draft CC&R's (if applicable)

See checklist(s) for items that must be submitted with this application in order for application to be considered complete. See the Bellevue Subdivision Ordinance for explanation of the review process.

FINAL PLAT CHECKLIST

Name: _____

Certified Complete by: _____

Date: ____/____/____

The following items must be submitted with the application for the application to be considered complete (✓):

*The final plat shall be drawn at such a scale and shall be in conformance with the provisions of Idaho Code title 50, chapter 13. After approval of the preliminary plat, the subdivider shall cause the subdivision to be surveyed and a final plat to be prepared in conformance with the preliminary plat as approved, and Idaho Code title 50, chapter 13. Upon completion of said final plat, the subdivider shall file same, together with the final plat application and all other documents required, with the Administrator including **EIGHT (8)** copies thereof.*

____ Three (3) copies of the final plat shall be filed with the Administrator **PRIOR** to being placed on the commission’s agenda. Three (3) copies of the final plat as approved by the Council and signed by the City Clerk shall be filed with the Administrator and retained by the City.

____ Copy of the recorded Plat.

____ Two (2) sets of as built drawings, certified as complete by the project engineer, of all public streets, public water system, the public sewer system and all utilities.

____ Point of beginning of subdivision description tied to at least two (2) government survey corners, or in lieu of government survey corners, to monuments recognized by the City Engineer.

____ Location and description of Monuments.

____ Tract boundary lines, property lines, lot lines, street right-of-way lines and centerlines, building envelopes as required in the preliminary plat, lot area of each lot, boundaries of all the floodplain and floodway and the Avalanche District, all with bearings of accurate dimensions in feet and decimals therefor, in degrees and minutes, all radii, arcs, central angles, tangents, and chord lengths of all curves to the above accuracy.

____ Names and locations of all adjoining subdivisions.

____ Name and right-of-way width of each street and other public right-of-way.

____ Location, dimension, and purpose of all easements, public and private.

____ The lots numbered consecutively throughout each block.

____ The outline of any property other than a street, alley, or easement which is offered for dedication to public use, fully dimensioned by distances and bearings with the area marked “Dedicated to the City of Bellevue for Public Use”, together with any other descriptive language with regard to the precise nature of the use of the land so dedicated.

____ The title shall include the name of the subdivision, the name of the City, if appropriate, County and State, and the location and description of the subdivision referenced to section township and range.

____ Scale, north arrow and date.

____ Location, width and names of all existing and dedicated streets and other public ways within or adjacent to the proposed subdivision.

____ A provision in the owner’s certificate referencing the County Recorder’s instrument number where the condominium declaration(s) and/or Articles of Incorporation of the Homeowners’ Association governing the subdivision are recorded.

____ Certificate by a registered Engineer or surveyor preparing the map certifying to the accuracy of surveying plat.

____ A current title report of all property contained within the plat.

- ___ Certification of the owner(s) of record and all holders of security interest(s) of record with regard to said property.
- ___ Certification and signature of the engineer (surveyor) verifying that the subdivision and design standards meet all City requirements.
- ___ Certification and signature of the City Engineer verifying that the subdivision and design standards meet all City requirements.
- ___ Certification and signature of the City Clerk verifying that the subdivision has been approved by the Council.
- ___ Notation of any additional restrictions imposed by the City Council on the development of said subdivision to provide for the public health, safety and welfare.