



# Ponderay - City Planning

## Subdivision Application

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### Cover Sheet

Site/Project Information
<b>Brief Project Description:</b>
<b>Project Representative:</b>
<b>E-mail:</b>
<b>Phone #'s:</b>
<b>Location:</b>
<b>Legal Description:</b>

Applicant/Owner Information
<b>Name:</b>
<b>Legal Owner:</b>
<b>Signature:</b>
<b>Mailing Address:</b>
<b>E-Mail:</b>
<b>Phone #'s:</b>

Ponderay Planning Department
<b>File Number:</b>
<b>Fees:</b>
<b>Zoning:</b>
<b>Received By :</b> <b>Date:</b>
<b>Comments:</b>



# Ponderay - City Planning

## Subdivision Application

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### Procedures

1. Schedule preliminary meeting with the Planning Director to review sketch plans.
2. Obtain and complete a subdivision application.
3. Provide the following with the completed application:

### Preliminary Plat

All preliminary plats submitted for approval shall be in duplicate, prepared to meet the requirements of *Idaho Code 50-1304*, essentials of plats, as currently codified.

### Requirements

An applicant for a subdivision shall:

A. Become Acquainted With Area: Become acquainted with the area in regard to zoning, circulation, drainage, topography, water supply, sewer systems, solid waste disposal, etc. This will give an indication as to the type of development best suited for the area in regard to lot sizes, placement of roads, drainage, water and sewage problems to be solved, and other development considerations.

B. File Complete Application: File a complete application for subdivision with the city clerk. A complete application will include the following:

1. Application Form: Application form, available in the city clerk's office, to be completely filled out, including legal owner's signature (or a letter from the holder of legal title authorizing the applicant to file for the subdivision), and a copy of any purchasing agreement.

2. Preliminary Plat: Ten (10) prints of a preliminary plat showing the parcel or parcels to be divided clearly and legibly drawn at a scale of one inch equals forty feet (1" = 40') or one inch equals one hundred feet (1" = 100'). Include an electronic copy if available. This map will include the following, if applicable:

- a. Subdivision name and number, geographic grid (township, range, section number and location within the section); and vicinity map showing location and boundary of the proposed tract and existing roads and circulation pattern in the vicinity.

- b. Boundary lines of the tract to be subdivided drawn to scale, together with intersecting property lines, abutting public and private roads.

c. The location, dimensions, and area (in acres or square feet) of proposed lots. All proposed lots shall be numbered in a systematic order.

d. The location, dimensions, and tentative names of proposed streets.

e. Sufficient contours to show the shape of the land and extending at least one hundred feet (100') beyond the subdivision limits (use of USGS map acceptable in some cases).

f. Location of all watercourses and approximate areas subject to inundation of storm water overflow.

g. Existing wells, springs, drainage, channels, overhead and underground utility lines, structures, sanitary sewers, and culverts within the tract and immediately adjacent thereto.

h. A narrative description of the proposed method of water supply, sewage disposal, solid waste disposal and storm water control, if any.

i. All easements of record, including sufficient recording data to identify the conveyance.

j. All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated.

k. A statement setting forth the intended land use of the parcels, i.e., residential, agricultural, commercial, industrial, or other appropriate land use classifications.

l. North arrow and scale.

m. A five hundred foot (500') radius map, together with a list of all property owners' names and addresses within said radius.

n. Any other information necessary for consideration of the application, this may include but is not limited any available sketches, landscape plans, computer site models or other.

3. Fee: A filing fee as set from time to time by resolution.

4. Written Statement: A written statement describing the purpose of the division, i.e., whether for sale or development, and whether development is expected to occur within the next twelve (12) months.

C. Land Survey: The applicant is not required to or advised to have a land survey performed on the proposed subdivision until after approval of the preliminary map by the planning and zoning commission. (Ord. 6-9c, 3-15-2004)

D. Approval Of City Engineer Before Application Is Complete: Any application for preliminary plat must contain the signature of the city engineer confirming that urban services are available to the proposed lots. If the applicant is unable to do so, the preliminary plat shall meet the minimum lot size defined under this title. (Ord. 6-9h, 6-5-2006)