



Subdivision Application

Preliminary Plat

For Office Use

Date Received: _____

Received By: _____

Fee Amount Paid: _____

Payment Type: _____

Date Application Filed at City Office: ___ / ___ / ___

Applicant(s) Contact Info

Name(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Phone Number _____ Email _____

Applicant(s) Contact Info

Name(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Phone Number _____ Email _____

*Attach Contact Info of Other Applicants if Needed

Property Information

Name of Proposed Subdivision _____

Current Zoning Designation _____ Proposed Zoning _____

Description of Current Use _____

Physical Address _____

Parcel #(s) _____

Legal Description *(Attach Copy if Necessary)*

Surveyor Information

Name/Company _____ Phone _____

Address _____ City, State & Zip _____

Exhibits and Other Required Documentation

Exhibit A (Please Attach to Application Labeled “Exhibit A”)

A map or sketch showing the subdivision location as forming a part of a larger tract or parcel, where the plat submitted covers only a part of the subdivider’s tract or only a part of a larger vacant area. In such case, a sketch of the prospective future street system of the part submitted shall be considered in light of adjustments and connections with the future street system of the larger area. The preliminary plat shall show all property owned or optioned by the subdivider pertaining to the proposed subdivision at hand. Must include the following:

- _____ North point, scale, and date.
- _____ The boundary lines of the tract to be subdivided, including total acreage proposed for subdivision and a statement of the intended use of the subdivision.
- _____ Existing power lines, sanitary sewer, storm drains, water supply mains, and culverts within the tract and immediately adjacent thereto.
- _____ The locations, widths, and other dimensions of proposed public streets, private streets, alleys, utility easements, parks, other open spaces, and lots, with proper labeling of spaces dedicated to the public, or designated as private streets laid out so they will connect with existing streets without causing bottlenecks.
- _____ The proposed layout, dimensions, size, and number of each lot.

Exhibit B (Please Attach to Application Labeled “Exhibit B”)

Survey map with sufficient information to accurately locate the property shall be shown on the plat including a legal description. At least two public land survey corners must be shown. A copy of the County ownership plat is to be submitted. The corner perpetuation recording information must also be shown, (50-1304 (g) Idaho Code). Must include the following:

- _____ The location, widths, and other dimension of all existing or platted streets and other important features such as easements, railroad lines, water courses including irrigation canals and ditches), exceptional topography, bridges, and buildings within or immediately adjacent to the tract to be subdivided.
- _____ Contours at one-foot intervals unless slope is greater than 10%, then two-foot intervals to show the topography of the land shall be shown.

Exhibit C (Please Attach to Application Labeled “Exhibit C”)

The names and addresses of all owners of the land immediately adjoining the land and beyond any public thoroughfare from the subject property to be subdivided shall be shown on the preliminary plat.

Other Required Documentation – Include the Following Items With Your Application

- _____ The flood hazard boundaries according to the Federal Flood Insurance Administration Maps.
- _____ A review copy of proposed Covenants, Conditions and Restrictions (CC&Rs) and / or deed restrictions.

Required Designs, Modeling, Plans, and Reviews

- _____ To ensure adequate water supply to each new subdivision development, all subdivision preliminary plat applications will include water modeling results which will show that the new subdivision can be developed in a manner that will provide an adequate water supply for domestic water and fire protection and that the new subdivision will not adversely affect the City’s ability to continue to provide adequate domestic water and fire protection to the existing water system users. (This will be provided by subdivider at subdivider’s cost. Also, cost of the review of this modelling will be at the cost of the subdivider)
- _____ To ensure adequate sewer treatment service by the City, each subdivision preliminary plat application to the City will include sewer service treatment modelling results which will show that the new subdivision can be developed in a manner that will provide adequate sewer service and sewer treatment capacity by the City and that the new subdivision will not adversely affect the City’s ability to continue to provide adequate sewer treatment capacity to the existing sewer system users. (The cost of generating modeling and review of this modelling will be at the cost of the subdivider)
- _____ Subdivider will submit a stormwater plan design for the proposed subdivision setting out the design of the grading, drainage, and stormwater retention for the project. Such stormwater plan design must be prepared by a design professional, licensed in the State of Idaho. In general, all stormwater generated on the subdivision development must be retained and infiltrated within the development. Such design must provide for onsite retention and management of runoff generated in the 25-year, 24-hour storm event. Stormwater storage facilities of the drainage system shall be sized for the 100-year, 1-hour design storm. (The cost of generation of and review of this plan design will be at the cost of the subdivider)

Acknowledgements and Signature(s)

I (We) the undersigned acknowledge and certify that submitted information is correct to the best of my knowledge. I (We) also certify that I have submitted all information, exhibits, and all other requirements as shown in this application, while also recognizing that anything is missing, the application will be deemed incomplete, and the forty (40) business day review limit will be restarted upon receipt of missing information. I (We) also understand that the above information does not contain the entirety of the Subdivision Ordinance, however, I (We) may request a full copy at the Albion City Office or by visiting www.albionidaho.org

Dated _____

Applicant Signature

Applicant Signature

Applicant Signature

Applicant Signature

Outline of Approval Procedures

(Full Ordinance Available Upon Request)

- 1- The subdivider contacts the City and enforcement authority to discuss development plans, zoning and subdivision ordinance requirements and compatibility with the comprehensive plan prior to preparing any plats or plans.
- 2- The subdivider shall file with the City a complete subdivision application form and preliminary plat data as required in this title.
- 3- At least forty working days are allowed for the completion of the review of each submittal.

Upon completion of the review and if the proposal is ready, it will be placed on the next available City Council agenda for hearing. Scheduling of the hearing will/shall allow for sufficient time for notice of hearing to be provided by applicant.
- 4- The City Council meets and reviews the preliminary plat and takes action to approve the proposal as submitted, approve it with conditions, deny it or table it for further discussion or information. The subdivider or its agent shall attend to present the proposal. In determining the acceptance of a proposed subdivision, the Council shall consider:
 - a. the objectives of the title;
 - b. the conformance to the comprehensive plan;
 - c. the availability of public services to accommodate the proposed development;
 - d. the public financial capability of supporting services for the proposed development;
 - e. other health, safety or environmental issues that may be brought to the Council's attention;
 - f. the general standards applicable to conditional uses (See ACC 5-1-11-2).
- 5- If preliminary approval is granted, the subdivider submits the original and two copies of the final plat, prepared in compliance with title 50, chapter 13 of the Idaho Code, as amended and in compliance with any conditions imposed upon the preliminary plat approval, to the City Council. Also, cross sections, profiles of streets and all other construction drawings related to all improvements to be constructed as part of the project must be submitted. All plats must be signed and stamped by a registered professional surveyor. All construction drawings must be signed by a registered professional engineer.
- 6- When the final plat and accompanying documents are deemed to be ready, it will be placed on the next available City Council agenda, for review and signature by the Mayor or designee and the City Clerk. Such signature shall only be affixed once the infrastructure is completed to the satisfaction of the City; or sufficient guarantee has been provided and accepted by the City guaranteeing the installation of required infrastructure.
- 7- If approval is given, the subdivider shall:
 - a. Cause the plat to be recorded within one year after the plat is signed by the Mayor or designee; otherwise, such approval will become null and void unless prior to said expiration date an extension of time is applied for by the subdivider and is granted by the Council.
 - b. Complete the infrastructure required for the subdivision, prior to the City signing the plat, or subdivider shall provide sufficient guarantee to provide for installing of infrastructure, as set forth hereinafter.
- 8- The City assigns addresses to the lots on the final plat and Subdivider will record the final plat it in the office of the Cassia County Recorder.
- 9- When City owned or taxing district owned improvements are required, the subdivider and his contractors shall meet with government representatives in a preconstruction conference. The subdivider may also be required to meet with appropriate utility providers.