



290 E. Linden Avenue Chubbuck, ID 83202
208.237.2430
www.CityofChubbuck.us

PRELIMINARY PLAT APPLICATION

Oct. 2022 Form- Replaces Prior Versions
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Requirements and procedures for Preliminary Plat applications are found in section 17.12.030 – 17.12.190 of municipal code. The following must be completed and submitted with all required documents in order to progress to the next stage of the review process; failure to submit a complete application packet may result in additional fees.

DATE RECEIVED:

INITIALS:

FEES PAID? Y N

AMOUNT:

| SECTION A –DEVELOPER/APPLICANT INFORMATION | |
|--|--|
| A1. Name | |
| A2. Mailing Address | |
| City | State Zip Code |
| A3. Phone Number (including area code) | A4. Email Address |
| SECTION B – PROFESSIONAL SERVICES INFORMATION | |
| B1. Firm Name | |
| B2. Mailing Address | |
| City | State Zip Code |
| B3. Point of Contact (Name) | B4. Email Address |
| SECTION C – SITE INFORMATION | |
| C1. Site Address | C2. Tax Parcel #(s) |
| City Zip | |
| C3. Current Land Use | C4. Are there existing structures on-site? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| C5. Is the site under contract or in the name of the developer/applicant? | C6. Approximate size of property |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| C7. Are there any existing items of which Staff should be aware? | C8. Does the site contain irrigation water rights? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: _____ _____ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which company/district: _____ _____ |



SECTION D – PROPOSED DEVELOPMENT INFORMATION

| | |
|--|-------------------------|
| D1. Plat Name | D2. Number of Lots |
| D3. Type of Land Uses within development (residential, commercial, industrial, etc.) | D4. Water & Sewer Needs |

D5. Are there any issues related to the development of which Staff should be aware prior to meeting?
 Yes No If yes: _____

D6. Will the development contain any commonly-owned and/or maintained improvements (stormwater facilities, community mailboxes, streets, parks/playgrounds, etc.)?
 Yes No If yes, what? _____

D7. Will the development contain any land within a designated floodplain (FEMA or Chubbuck)?
 Yes No If yes, what zone?: _____
 If yes, how do you intend to minimize flood damage to structures, and public utilities and facilities such as sewer, gas, water, and electrical systems??

 If yes and the proposal contains more than 50 lots or more than 5 acres, whichever is lesser, and there no base flood elevations established for the floodplain, you must submit base flood elevation data with the application package.

Only for plat containing residential units: The City has adopted Parks Impact Fees with requirements that parks impact fees are due when building permits for residential units are issued. There may be times when the developer proposes to dedicate land and/or construct park improvements to satisfy the parks impact fee funding obligation in whole or in part. Which is anticipated with this development?

D6. No public parks/park land are proposed with this phase, or any public parks/park land will benefit only this development, parks impact fees will be collected
 Public parks/park land are proposed that will benefit more than just this development, parks impact fees may be adjusted only by agreement between the city and the developer prior to construction, fund, or contribution based on the present value of system improvements and land in accordance with Chapter 17.28 of municipal code.

SECTION E – ADDITIONAL SUBMITTAL REQUIREMENTS

E1. Preliminary Plat Application Fees: Total # of lots _____ X \$20.00 + \$550.00 base fee = \$ _____ total
 Public Notice Sign Deposit (full or partial refund at Director’s discretion) = \$ 100.00
 Traffic Impact Analysis Report Review fee (if required) = \$ 500.00
 \$ _____ total due

E2. Master Plan, for any preliminary plat that is a portion of a large parcel, part of a larger group of commonly held parcels, or part of a larger development which has been, or shall be developed by the developer, shall be accompanied by a master plan submitted during the preliminary platting process. A master plan must be submitted with each preliminary plat filed.

E3. Preliminary codes, covenants, and restrictions (CC&Rs) addressing maintenance of commonly owned improvements and/or land, if the development will contain any commonly owned improvements and/or land. For purposes of this requirement, commonly owned improvements include stormwater facilities, cluster mailboxes, private open space/parks/amenities, etc.

E4. Narrative indicating how the approval criteria for preliminary plats are addressed. Approval criteria are as follows (17.12.100):
 1. The subdivision proposal complies with applicable provisions of this title.
 2. The subdivision proposal complies in principle with all applicable city design standards and development regulations.



3. The subdivision proposal complies with all applicable zoning requirements of the underlying zoning district, applicable overlays, and other applicable development standards.
4. All public facilities including streets, sidewalks, curbs, gutters, secondary pressurized irrigation, water, sewer, fire protection, and sanitation services can be provided to the newly created lots and accommodate future extension to adjacent land. The use of a "control strip" intended to control or prevent the future extension of public facilities or development of adjacent land is prohibited.
5. If city public works determines that the proposed subdivision will result in significant traffic impacts then a "traffic impact study" will be required as part of the commission's review. A significant traffic impact is generally defined as occurring when:
 - a. A proposed development or redevelopment of a site will generate 100 or more new peak hour trips; or
 - b. The added volume is equal to 1,000 vehicles per day.
6. The proposal provides for a continuation of a connected transportation system unless topography or natural features prevents a connection to abutting streets or property.
7. The proposed subdivision provides for bicycle and pedestrian transportation routes and amenities in accordance with Bannock Transportation Planning Organization's adopted bicycle and pedestrian plans.
8. Public utilities are provided to the newly created lots in public rights of way or in appropriately sized easements.

E5. If the development contains area with any FEMA or City of Chubbuck designated floodplains, the following must be submitted:

1. If the development, either within a single phase or as part of a larger planned development, contains more than 50 lots or 5 acres, whichever is less, base flood elevations shall be determined prior to filing an application for a preliminary plat and said determinations must be submitted with the application package.
2. If the development, either within a single phase or as part of a larger planned development, contains more than 50 lots or 5 acres, whichever is less, evidence must be submitted demonstrating that a CLOMR application has been filed with FEMA.

E6. Traffic Impact Analysis – Category A, Category B, or Statement. Follow the Traffic Impact Analysis Guidelines as adopted from Bannock Transportation Planning Organization.

E7. Because every application is different, rules and regulations may differ and staff may require additional information or submittals before an application can be deemed complete and ready for the review process beyond staff level.



E8. PDF Drawings drawn according to municipal code containing the following:

| Code Reference | Staff Reviewers Initials | Preparer's Initials | Description |
|------------------------|--------------------------|---------------------|--|
| 17.12.150 – 17.12.160 | | | Presentation & Descriptive Data |
| | | | <ul style="list-style-type: none"> Drawing Size (11"x22" minimum through 22"x34" maximum) Proposed Name Location of Development by Section, Township, Range Reference to Section or Quarter Corner (dist. & Bear.) Name, Address, Phone Number of Developer Name, Address, Phone Number of Engineer/Surveyor North Arrow Date of Preparation (Including Revisions) Vicinity Map |
| 17.12.170 | | | Existing Conditions |
| | | | <ul style="list-style-type: none"> Existing Contours @ adequate Interval Existing Features Existing Utilities Existing R-O-W, easements, public areas, corporation lines Instrument # for parcels with common boundaries Existing & proposed zoning Total acreage Boundary dimensions |
| 17.12.180 | | | Proposed Conditions |
| | | | <ul style="list-style-type: none"> Street layout (including width) Street names Connections to existing streets Lot dimensions Lot numbers Total number of lots Location, width, and use of easements Designation of land for public use (parks and open space) |
| 17.12.190 | | | Proposed Utility Methods |
| | | | <ul style="list-style-type: none"> Proposed sewage disposal Proposed water supply Proposed storm water disposal Proposed secondary pressurized irrigation (if the site has irrigation rights) |
| 15.54 (adopted 6/3/20) | | | Floodplain requirements (N/A if there is no floodplain in the development) |
| | | | <ul style="list-style-type: none"> Floodplain boundaries, type, and BFEs |



SECTION F- CERTIFICATION

- I, the undersigned, hereby certify that the information herein and attached hereto is true and correct to the best of my knowledge.
- I agree to comply with all provisions of ordinances and laws governing this type of work, whether specified herein or not.
- I am aware that if this application is not complete, the preliminary plat review process will not continue until it is so deemed by the City upon further submission of materials.
- I hereby authorize the filing of this application and grant approval of on-site review of the development described herein.
- I certify that I am authorized to file this application.

| | | |
|---------------|------------------|----------|
| F1. Signature | F2. Printed Name | F3. Date |
|---------------|------------------|----------|

SECTION G-FOR STAFF USE ONLY

G1. COMPLETENESS REVIEW:

Reviewed by: _____ Date: _____

Deemed complete?
 Yes No If no, list concern(s):

Applicant Notified?
 Yes No Comments:
