



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

# SHORT PLAT APPLICATION

Oct. 2022 Form- Replaces Prior Versions  
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Requirements and procedures for Final Plat applications are found in section 17.12.200 – 17.12.420 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	

### SECTION D – PROPOSED DEVELOPMENT INFORMATION

D1. Plat Name	D2. Number of Lots
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### SECTION E – ADDITIONAL SUBMITTAL REQUIREMENTS

E1. Short Plat Application Fees: Total # of lots \_\_\_\_\_ X \$20.00 + \$550.00 base fee = \$ \_\_\_\_\_ total

Development Agreement base fee = \$ 200.00

Traffic Impact Analysis Report Review Fee (if required) = \$ 500.00

Stormwater Report Review Fee:     fee < 1.5 Ac. = \$ 48.00

fee 1.5 to 10 Ac. = \$ 96.00

fee 10 to 20 Ac. = \$ 136.00

fee > 20 Ac. = \$ 192.00

\$ \_\_\_\_\_ total due



E2. If the development will contain any commonly-owned improvements and/or land, the applicant shall submit covenants, conditions, and restrictions (CC&Rs) along with documents which would create an entity or homeowners association which provide for preservation and maintenance of said commonly held improvements and/or land. Commonly-owned improvements include but are not limited to stormwater systems, parks and open space, etc.

E3. Traffic Impact Analysis – Category A, Category B, or Statement. Follow the Traffic Impact Analysis Guidelines as adopted from Bannock Transportation Planning Organization.

E4. Any required documents such as traffic impact studies or other items required, or documents indicating present value of land and system improvements for Parks Impact Fee calculations for any such improvements previously agreed to by the Impact Fee Administrator (Community Services Director)

E5. Construction Drawings

E6. PDF Drawings drawn according to municipal code containing the following:

Code Reference	Staff Reviewers Initials	Preparer's Initials	Description
17.12.270 – 17.12.290			<b>Presentation &amp; Descriptive Data in accordance with Idaho Code</b>
			<ul style="list-style-type: none"> <li>Drawing Size at scale reproducible at 18"x24" size</li> <li>Proposed Name</li> <li>Location of Development by Section, Township, Range</li> <li>Reference to Section or Quarter Corner (dist. &amp; Bear.)</li> <li>Name, Address, Phone Number of Engineer/Surveyor</li> <li>North Arrow</li> <li>Date of Preparation (Including Revisions)</li> <li>Vicinity Map</li> <li>Flood zone description per 15.54.040.B.11</li> </ul>
17.12.300			<b>Descriptive Data</b>
			<ul style="list-style-type: none"> <li>Name, ROW lines, courses, lengths, widths of streets &amp; easements</li> <li>Curve data for all curves</li> <li>Adjoining property instrument numbers</li> <li>Lot dimensions</li> <li>Lot and block numbers</li> <li>Restrictions pertaining to intended use</li> <li>Location, width, and use of easements</li> <li>Designation of land for public use (such as parks, access, etc)</li> <li>Flood zone boundary lines and base flood elevations (if any)</li> </ul>
17.12.310-320			<b>Dedications, Acknowledgment, and Certifications</b>
			<ul style="list-style-type: none"> <li>Dedication and Acknowledgment</li> <li>Health Certificate</li> <li>Irrigation Certificate</li> <li>Treasurer's Certificate</li> <li>Recorder's Certificate</li> <li>Development Agreement Certificate</li> <li>City Certificate</li> <li>Surveyor's Approval</li> </ul>



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			• Surveyor's Certificate
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**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 final 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
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**SECTION G-FOR STAFF USE ONLY**

G1. COMPLETENESS REVIEW:

Reviewed by:	Date:	Deemed complete?
		<input type="checkbox"/> Yes <input type="checkbox"/> No    If no, list concern(s): <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
		Applicant Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No    Comments: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>