



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

FINAL PLAT APPLICATION

Dec. 2024 Form- Replaces Prior Versions
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Requirements and procedures for Final Plat applications are found in section 17.12.200 – 17.12.340 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	City	Zip	C2. Tax Parcel #(s)
SECTION D – PROPOSED DEVELOPMENT INFORMATION			
D1. Plat Name	D2. Number of Lots		
D3. Has the number of lots increased from the approved preliminary plat? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: _____	D4. Has the street alignment changed from the approved preliminary plat? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: _____		
D5. Are additional streets proposed from the approved preliminary plat? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: _____	D6. Has the amount or location of open space changed from the approved preliminary plat? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: _____		
D7. Describe any other changes made to the final plat which differ from those shown on the approved preliminary plat? _____ _____			



SECTION E – ADDITIONAL SUBMITTAL REQUIREMENTS

E1. Final Plat Application Fees: Total # of lots _____ X \$15.00 + \$258.00 base fee = \$ _____ total
 Construction Plan Review Fees: Total # of lots _____ X \$20.00 + \$500.00 base fee = \$ _____ total
 Final Inspection Fee: fee 1-3 lots = \$ 500.00
 fee 4-10 lots @ \$185 per lot = \$ _____ total
 fee 11-20 lots @ \$175 per lot = \$ _____ total
 fee > 20 lots @ \$165 per lot = \$ _____ total
 Development Agreement base fee = \$ 200.00
 Water and/or Sewer system Distribution Modeling (if needed) = \$ 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 application is presented by someone other than the property owner of record, an Affidavit of Legal Interest is required, signed by property owner(s) and notarized.

a. If a Trust is the owner, include a copy of the Trust and any later document modifying the Trust to indicate the Trustee authorized to sign and make application.

b. If an LLC or other entity is the owner, provide proof that the person signing the application on behalf of the entity is the Authorized Agent to do so.

E3. 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.

E4. Any required documents such as traffic impact studies or other items required as conditions of approval to the preliminary plat, 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, including cost estimate for ALL public improvements. This will be used to calculate the 25% public improvement cost guarantee for the 2 year warranty.

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			Presentation & Descriptive Data in accordance with Idaho Code
			• Drawing Size at scale reproducible at 18"x24" size
			• Proposed Name
			• Location of Development by Section, Township, Range
			• Reference to Section or Quarter Corner (dist. & Bear.)



			<ul style="list-style-type: none"> Name, Address, Phone Number of Engineer/Surveyor
			<ul style="list-style-type: none"> North Arrow
			<ul style="list-style-type: none"> Date of Preparation (Including Revisions)
			<ul style="list-style-type: none"> Vicinity Map
			<ul style="list-style-type: none"> Flood zone description per 15.54.040.B.11
17.12.300			Descriptive Data
			<ul style="list-style-type: none"> Name, ROW lines, courses, lengths, widths of streets & easements
			<ul style="list-style-type: none"> Curve data for all curves
			<ul style="list-style-type: none"> Adjoining property instrument numbers
			<ul style="list-style-type: none"> Lot dimensions
			<ul style="list-style-type: none"> Lot and block numbers
			<ul style="list-style-type: none"> Restrictions pertaining to intended use
			<ul style="list-style-type: none"> Location, width, and use of easements
			<ul style="list-style-type: none"> Designation of land for public use (such as parks, access, etc)
			<ul style="list-style-type: none"> Flood zone boundary lines and base flood elevations (if any)
17.12.310-320			Dedications, Acknowledgment, and Certifications
			<ul style="list-style-type: none"> Dedication and Acknowledgment
			<ul style="list-style-type: none"> Health Certificate
			<ul style="list-style-type: none"> Irrigation Certificate
			<ul style="list-style-type: none"> Treasurer's Certificate
			<ul style="list-style-type: none"> Recorder's Certificate
			<ul style="list-style-type: none"> Development Agreement Certificate
			<ul style="list-style-type: none"> City Certificate
			<ul style="list-style-type: none"> Surveyor's Approval
			<ul style="list-style-type: none"> Surveyor's Certificate
SECTION F- CERTIFICATION			
<ul style="list-style-type: none"> 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?

Yes No If no, list concern(s):

Applicant Notified?

Yes No Comments:

G2. SUBSTANTIAL CONFORMITY REVIEW:

Reviewed by:

Date:

Deemed to substantially conform?

Yes No If no, list concern(s):