



# Planning & Zoning Department

## Subdivision Preliminary Plat Checklist

<b>Staff Use Only</b>
Project Name: _____
File Number: _____

*Pre-application meetings are required prior to submittal of a preliminary plat application.*

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website [cityofnampa.us/255/Planning-Zoning](http://cityofnampa.us/255/Planning-Zoning) under the **Apply for a Planning Permit** link.

Applicant	Staff	Description
		Pre-application meeting (date of meeting: ____ / ____ / ____)
		A recorded warranty deed for the property, proof of option, OR earnest money agreement
		Affidavit of legal interest signed by the legal owner of the property
		Auto CAD File and PDF of Preliminary Plat (full size)
		Full Geotechnical/Soils Reports with foundation recommendations
		Storm Water Reports
		Traffic Impact Study (if required by Engineering)
		A Professional Land Surveyor or Engineer verified <u>original legal description</u> of the plat boundary. <ul style="list-style-type: none"> <li>• If the legal description provided is not clean and legible, a retyped Microsoft Word formatted document must be submitted.</li> </ul>
		Landscape Plans: See NCC 10-33 Show Tree details and planting specifics Show Fencing details to include location, Fence Material and Height
		Open space plan, as outlined in NCC section 10-27-2.B.3.e, showing all requirements listed in NCC Section 10-27-6.M, <u>including the qualified open space calculation</u> (see NCC section 10-27-6.M.8). <u>Colorized exhibit showing common lots &amp; qualified open space is required.</u>
		A Phasing Plan for the subdivision
		A copy of the sign in sheet and the mailed letter/notice from the neighborhood meeting held per the guidelines listed in NCC Section 10-2-2.B
		Density Calculation Worksheet
		Narrative fully describing the scope of the project
		Associated fees
		Master Application form

### Standard Preliminary Plat Fees

Planning Preliminary Plat Review Fee	\$244	\$
Plus \$5.98 per lot	\$5.98 x (     ) =	\$
Sewer Model Fee	\$250	\$
Water Model Fee	\$250	\$
Fire Department Review Fee	\$160	\$
Plus \$1.00 per lot	\$1.00 x (     ) =	\$
	Total=	\$

### NOTICE TO APPLICANT

**ROUTING:** Applications will be heard by the Nampa Planning and Zoning Commission. All information on this checklist shall be submitted at least 60 days prior to the desired public hearing date. Public Hearings are held on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month.  
**AGENCY SUBMITTALS:** The city notifies and solicits comment from outside agencies when the project falls within another jurisdiction (irrigation, highway, etc.). Please be sure to submit drawings for review with any agency that may have an interest in your project. The city will not be responsible for reviews outside of the typical city departments.



# Planning & Zoning Department

## Master Application

**Staff Use Only**

Project Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Related Applications: \_\_\_\_\_

### Type of Application

- |   |  |
|---|--|
| <input type="checkbox"/> Accessory Structure          | <input type="checkbox"/> Legal Non-Conforming Use                |
| <input type="checkbox"/> Annexation/Pre-Annexation    | <input type="checkbox"/> Planned Unit Development/MPC            |
| <input type="checkbox"/> Appeal                       | <input type="checkbox"/> Subdivision                             |
| <input type="checkbox"/> Design Review                | <input type="checkbox"/> Short                                   |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Preliminary                             |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Final                                   |
| <input type="checkbox"/> Multi-Family Housing         | <input type="checkbox"/> Condo                                   |
| <input type="checkbox"/> Development Agreement        | <input type="checkbox"/> Temporary Use Permit                    |
| <input type="checkbox"/> Modification                 | <input type="checkbox"/> Fireworks Stand                         |
| <input type="checkbox"/> Home Occupation              | <input type="checkbox"/> Vacation                                |
| <input type="checkbox"/> Daycare                      | <input type="checkbox"/> Variance                                |
| <input type="checkbox"/> Kennel License               | <input type="checkbox"/> Staff Level                             |
| <input type="checkbox"/> Commercial                   | <input type="checkbox"/> Zoning Map/Ordinance Amendment (Rezone) |
| <input type="checkbox"/> Mobile Home Park             | <input type="checkbox"/> Other: _____                            |

**You must attach any corresponding checklists with your application or it will not be accepted**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Interest in property:  Own  Rent  Other: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Name (e.g., Engineer, Planner, Architect): \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Subject Property Information**

Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Total acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of proposed use:  Residential  Commercial  Industrial  Other: \_\_\_\_\_

Project/Subdivision Name: \_\_\_\_\_

Description of proposed project/request: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Acres of each proposed zone: \_\_\_\_\_

**Development Project Information (if applicable)**

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Common (Landscape, Utility, etc.)		
Right of Way (internal roadways, ROW to be dedicated, etc.)		
Qualified Open Space		
<b>Total</b>		

**Please answer all questions that are relevant to your project**

Minimum square footage of structure: \_\_\_\_\_ Maximum building height: \_\_\_\_\_

Minimum property size (s.f.): \_\_\_\_\_ Average property size (s.f.): \_\_\_\_\_

Gross density: \_\_\_\_\_ Net density: \_\_\_\_\_

Type of dwelling proposed:  Single-family Detached  Single-family Attached

Duplex  Multi-family  Condo  Other: \_\_\_\_\_

Proposed number of units: \_\_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_

% of qualified open space: \_\_\_\_\_

**Additional information may be requested after submittal.**

**Authorization**

Print applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Staff**

Received by: \_\_\_\_\_ Received date: \_\_\_\_\_



# City of Nampa

PLANNING and ZONING DEPARTMENT

OFFICE (208) 468-5484

CITY HALL

411 THIRD STREET SO.

NAMPA, IDAHO 83651

FAX (208) 465-2261

## AFFIDAVIT OF LEGAL INTEREST

STATE OF IDAHO )  
 :SS  
COUNTY OF CANYON )

A. I, \_\_\_\_\_, whose address is \_\_\_\_\_, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.

B. I grant my permission to \_\_\_\_\_, whose address is \_\_\_\_\_, to submit the accompanying application pertaining to the property described on the attached application.

C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_