



Planning & Zoning Department

Subdivision Short Plat Checklist

Staff Use Only
Project Name: _____
File Number: _____

Pre-application meetings are required prior to submittal of a short 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 under the ***Apply for a Planning Permit link.***

Applicant	Staff	Description
		Pre-application meeting (date of meeting: ____ / ____ / ____)
		Affidavit of legal interest
		Warranty Deed, Proof of Purchase Option, OR Earnest Money Agreement
		A Professional Land Surveyor or Engineer verified <u>original legal description</u> of the plat boundary. <ul style="list-style-type: none"> If the legal description provided is not clean and legible, a retyped Microsoft Word formatted document must be submitted.
		Auto CAD File and PDF of Preliminary Plat (full size) and Final Plat (full size)
		Improvement/Construction Drawings (full size)
		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 & qualified open space is required.</u>
		Full Geotechnical/Soil reports with foundation recommendations
		Storm Water reports
		Narrative fully describing the scope of the project
		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
		Associated fees
		Master Application form

Standard Short Plat Fees

Planning Short Plat Review Fee	\$375	\$
Plus \$25.79 per lot	$\$25.79 \times (\quad) =$	\$
Sewer Model Fee	\$250	
Water Model Fee	\$250	
Fire Department Review Fee	\$160	
Plus \$1.00 per lot	$\$1.00 \times (\quad) =$	
	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 2nd & 4th Tuesday of each month. Applications that are recommended for approval, will be scheduled on the following City Council agenda as a consent agenda item. City Council meetings are held on the 1st & 3rd Mondays of each month.



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		
Total		

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: _____