

Section 201 - Preliminary Plat Checklist and Application Forms

PRELIMINARY SUBDIVISION PLAT REVIEW PROCESS CHART

PRELIMINARY SUBDIVISION PLAT APPLICATION

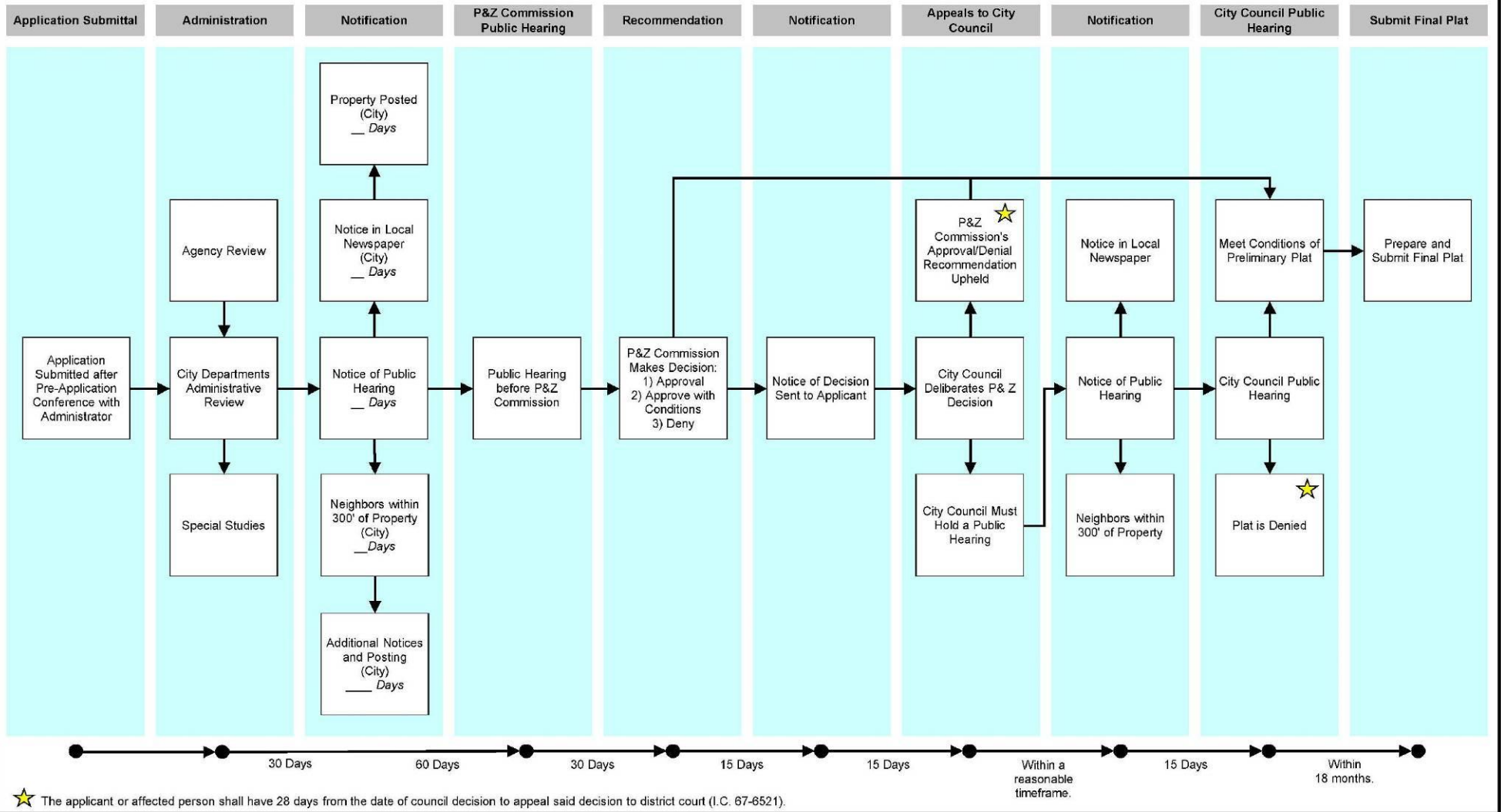
PRELIMINARY PLAT REVIEW CHECKLIST

CITY OF NAMPA SUBDIVISION SUBMITTALS



Preliminary Subdivision Plat Review Process Chart

City of Nampa Planning and Zoning Administration Manual



CITY OF NAMPA
PRELIMINARY SUBDIVISION PLAT APPLICATION
Planning & Community Development Department
411 3rd St., S.
Nampa, ID 83651
Phone: 208-465-2224

STEP 1
PRE-APPLICATION CONFERENCE

Pre-application conferences are required prior to the submittal of a preliminary plat application. Pre-application conferences are encouraged for any other type of application. **The Pre-Application Conference Request Form** must be submitted to the Planning & Zoning Department at least 5 days prior to your requested meeting time. The Application form may be faxed; confirmation of the meeting date and time will be sent via e-mail or fax to the applicant. See Pre-Application Conference Request Form.

This meeting will include Staff from the Planning & Zoning Division and Public Works Department (and other departments as necessary). The objective of the meeting is to assist the Applicant by reviewing the subdivision process and city planning and engineering issues that may affect the proposed subdivision. The conference may include:

- Comprehensive Plan land use and policies for the project site
- Zoning Requirements
- Studies that may be required
- Review Infrastructure availability
- Review engineering design standards
- The necessary application forms to file a Preliminary Plat or a combined Preliminary/Final plat application
- Review Master Plans
 - Sewer
 - Water
 - Pressure Irrigation
 - Street
 - Pathways
 - Parks
 - Etc.
- Other

STEP #2
PRELIMINARY PLAT APPLICATION

SUBMITTALS

A subdivision application is made by submitting the following completed information to the Planning Department:

- Completed Subdivision Application
- Completed Preliminary Plat Checklist
- Plat Maps
- Twenty (20) full sized (24" x 36")
- Two (2) 11" x 17" reduction
- One (1) 8.5" x 11" reduction
- Electronic Copy in AutoCAD. Contact Engineering Division for minimum required version.
- Project location, Canyon County parcel account numbers.
- Proof of Proprietary Interest (Warranty deed, earnest money agreement, option to purchase, etc.).
- Legal description.
- Fees payable to the City of Nampa, see fee schedule on pages 8 & 9.
- Submit all documents to the City of Nampa, Planning and Zoning Dept. See submittal requirements on pages 8 & 9.
- Other studies as may be required by the city of Nampa - Traffic, Water, Sewer, Storm Drainage, Geotechnical.
- A Copy of the Proposed Restrictive Covenants and/or Deed Restrictions, if proposed.
- Three (3) copies of the Landscaping Plans, including fence locations, materials, and height.
- Two (2) copies of the Stormwater Report
- Four (4) copies of the Traffic Impact Study
- Three (3) copies of the Geotechnical Report

A. GENERAL INFORMATION

Subdivision Name _____

Total Acres _____

Intended Land Uses Circle (residential, single-family, multi-family, commercial, industrial)

Property Address(es) _____

Legal Description _____

Canyon County Parcel Account Number(s) _____

Existing Zoning. (Circle one) RA RS RSM RD RML RMH RP BN CB BC BF IP IL IH AG
(County Zoning) _____

B. OWNER/ APPLICANT INFORMATION

Owner of Record

Name	
Address	
City	
State	
Telephone	
Email	
Fax	

Applicant

Name	
Address	
City	
State	
Telephone	
Email	
Fax	

Engineer/Surveyor/Planner

Name	
Address	
City	
State	
Telephone	
Email	
Fax	

C. SUBDIVISION INFORMATION

<i>Lot Types</i>	<i>Number of Lots</i>	<i>Acres</i>
Residential		
Dwelling units per acre (gross /net)		
Commercial		
Industrial		
Common (Landscape, Utility, Other)		
Open Space		
Total		

DEADLINES FOR SUBMITTALS

The completed application and plat documents must be submitted to the Planning Department not later than _____. The Planning Commission meets on _____; applications are due approximately ___ weeks prior to that date.

All supplemental information to be added to the application file must be received by the Planning Department no later than 15 days prior to the public hearing date.

*****Please do not submit a subdivision application until all items are completed. Incomplete applications will not be accepted or reviewed.*****

I understand:

1. This application is subject to acceptance by the City of Nampa upon determination that the application is complete.
2. The hearing date is tentative and subject to change with notice.
3. This application is subject to a public hearing before the Nampa Planning and Zoning Commission.
4. The application fee is non-refundable.

All information, statements, attachments, and exhibits included with this application submittal are true to the best of my knowledge.

Signature _____ Date _____

For City Office Use Only

FEE \$: _____ CASH: _____ CHECK: _____ RECEIPT NO.: _____

DATE RECEIVED: _____ RECEIVED BY: _____ HEARING DATE: _____

CITY OF NAMPA

PRELIMINARY PLAT REVIEW CHECKLIST

FROM: NAMPA ZONING ORDINANCE SECTION 10-27-2

- The plat must be prepared in accordance with Idaho Code Title 50, Chapter 13 and Chapter 27, Nampa Zoning Ordinance.
- The plat shall include the entire area scheduled for development.
- The plat shall outline preliminary engineering construction for streets, water, sewer, storm drainage, street lights, sidewalks, and any other public improvements. Plats shall show the location of existing buildings, water bodies or courses, and the location of currently dedicated streets at the point where they adjoin and/or are immediately adjacent. See Engineering Standards.

MAP FORMAT AND CONTENTS

- Subdivision name
- Scale - not less than 100 feet to the inch.
- The plat shall be drawn so that the top of the sheet either faces generally north or west (preferably north) whichever best accommodates the drawing.
- Location: Section(s), township and range, with reference by dimension and bearing to a section corner or quarter section corner per City monumentation.
- Name, address, telephone number of subdivider and engineer, surveyor, landscape architect or land planner preparing the plat.
- Scale, north point, date of preparation including dates of any subsequent revisions.
- Vicinity map (1" = 500 feet) showing proposed subdivision in relationship to adjacent subdivisions, municipal boundaries, main arterial routes, collector streets, etc.
- Topography shown with the subdivision layout. Contour interval shall reflect the character and drainage of the land.
- Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes or other water features. Direction of flow, location and extent of known areas subject to inundation.
- Sanitary sewers, septic tanks, leach fields, storm drains, and pressure irrigation main within 500 feet of the subdivision.
- Domestic water supply mains within the tract and within 500 feet of the subdivision.
- Electronic copy in AutoCAD (contact Engineering Division for minimum required version) with a closed polygon for each parcel.
- Additional features
 - Streets - location, widths and dimensions of existing or platted streets
 - Railroad lines
 - Watercourses
 - Easements of public record
 - Permanent structures to remain
 - Exceptional topography within and contiguous to the subdivided tract.

- Boundaries of the subdivided tract shall show dimensions and acreage.
- Name, book and page numbers of any recorded adjacent subdivision having common boundary with the tract.
- Areas of all individual lots, in square feet, listed both in lot and in table.
- Areas of lots with all easements excluded except access easements, (i.e. usable area) in square feet, listed both in easement and in table.
- Areas of all easements, in square feet, listed both in easement and in table.
- Location, widths and pertinent dimensions of proposed streets, curbs, alleys, pedestrian ways, sidewalks, subdivision fencing, utility easements, storm drainage easements, rights-of-way, parks and open spaces.
- All property intended to be dedicated for public use or reserved for the property owners with the purpose and method of maintenance indicated.
- Typical lot dimensions to scale, approximate dimensions of all corner lots and lots of curvilinear sections of streets; proposed lot and block numbers, lot dimensions and lot area in square feet and minimum setbacks shown.
- Names of all new or continuous streets. Proposed stub streets and connectivity with adjacent subdivisions or streets shall be shown. Streets names shall follow City of Nampa Street naming guidelines and shall avoid confusion or duplication.
- By note: existing zoning classification of the tract and any requested zoning.
- Information that details the proposed subdivision within any special development area (hillside, planned unit development, floodplain, cemetery, mobile home park, large scale development, hazardous and unique areas of development).
- Proposed irrigation source. (See Idaho Code 31-3805).
- Proposed method of handling sanitary sewage, storm water, irrigation and potable water within the tract and any off-site improvements including a preliminary layout for sewer, water and storm drainage systems/flows.
- Submit engineering calculations showing impacts to average day, maximum day, and peak hour for both culinary and sanitary sewer system.
- Submit Preliminary Engineering Drainage Report in compliance with the storm water policy. Include soils report information. Show compliance and implementation with City of Nampa and State of Idaho Best Management Practices.
- For any development property currently served by flood irrigation, submit any available head gate reports indicating all users of flood irrigation that may be impacted by the development.
- Private streets or access ways shall be identified.
- Submit, unless approved by the City Engineer otherwise, a Traffic Impact Study (TIS) for developments that generate 100 or more new trips during any peak hour or 1,000 or more vehicles per day. For developments that generate between 40 and 100 new trips during any peak hour, submit either a TIS or required documentation as determined by the City Engineer. See Transportation Impact Study Policy for additional requirements.
- Proposed street sign locations, lighting spacing, fire hydrant location and spacing shall be shown.
- Requested variances to the subdivision, zoning or comprehensive plan shall be noted on the plat.

ENGINEERING IMPROVEMENTS

Public Streets

- All streets must conform to the City's transportation master plan.
- Subdivisions that abut or contain an existing or proposed arterial street may require special treatment for the protection of residential properties and to facilitate through and local traffic. Check with the Engineering Division.
- Street right-of-way width shall be measured from property line to property line.
- The minimum right-of-way of public streets is met.
- The minimum width of roadway (back-to-back of curb) is met.
- Minimum width of roadway without sidewalks (back-to-back of curb) or where no curb, edge of pavement to edge of pavement are met.
- Cul-de-sac or dead-end streets designed to be permanent shall not be longer than 600 feet with a maximum of 29 lots or units (whichever occurs first) and shall be provided with a turn-around at the closed end. A standard cul-de-sac turnaround shall have an outside roadway diameter of at least 101 feet top of back curb.
- Streets shall intersect as nearly as possible at right angles and no street shall intersect any other street at less than 80 degrees.
- Minor streets shall discourage through traffic.
- Street arrangement in new subdivisions shall continue the principal existing streets in adjoining subdivisions or their proper projections in future subdividing of adjoining property. The street and alley arrangement must not cause a hardship to owners of adjoining property and must anticipate future platting of adjacent properties.
- Minimum street grades of 0.40 percent will be required on streets with curb and gutter with the maximum grade being 7.0 percent for secondary and major streets and 10.0 percent for local or minor streets.
- All streets and alleys shall be completed by the subdivider to the finished grades approved by the City Engineer as shown upon approved plans and profiles.
- Where street lines within a block deflect from each other at any point more than 5 degrees, there shall be a connecting curve. AASHTO Geometric Design of Highway and Streets (Green Book) standards shall be met.
- Curbs at street intersections shall be rounded with curves meeting a minimum radius.
- Reserve strips on outer boundaries of a subdivision may be established upon approval by the Mayor and Council.
- Street signs with names shall be erected.
- All streets and alleys within the subdivision shall be dedicated for public use. The dedication of half streets is prohibited unless the Mayor and Council determine that conditions allow dedication of the other half when the adjoining property is subdivided. If there is an existing half street right-of-way adjacent to the subdivision, it shall be platted within the new tract.
- Concrete sidewalks shall be a minimum of five (5) feet and may be required to be wider where conditions warrant. Four (4) foot wide sidewalks may be allowed when separated from the street by a landscape strip at least six (6) feet wide.

- Street names shall meet the adopted guidelines and be adopted by the Planning Commission at the time of the preliminary plat approval. See naming guidelines in Administrative Policy Section.
- Traffic calming devices require a design exception approval of the City Engineer, through the preliminary plat process.
- Street lights at all intersections and at a spacing not exceeding 400 feet.

Private Streets

- Subdivisions with private streets shall be processed as standard subdivisions and subject to the following provisions:
 - City Council approval is required during preliminary plat approval.
 - Streets shall be developed in a manner which adequately addresses traffic and which do not negatively impact adjacent development.
 - Provision is made for the future operation and maintenance of the roadway. How and what is required is adequately described.
 - Private street sections should be designed to City Standards unless otherwise approved by the City.

Alleys and Easements

- The minimum width of any dedicated alley is met.
- All alleys shall be paved per the City's design policy and standard construction specifications.
- Where alleys are not provided, easements of eight (8) feet in width shall be dedicated on each side of all rear lot lines and five (5) feet along each side of side lot lines where necessary for utility maintenance or construction. Easements of greater width may be required by the Engineering Division.
- An easement of 12 feet in width shall be dedicated along exterior boundaries where no easement exists on the adjoining property.
- A general utility easement of 10 feet in width shall be dedicated along all front property lines adjacent to street rights-of-way.
- Alley intersections, dead-end alleys and sharp changes to alley alignment shall be avoided.
- Easements for pedestrian walkways or bicycle paths shall be provided where deemed essential to provide access to schools, playgrounds, shopping areas, or any area of high pedestrian traffic area. Walkways shall have a minimum improved concrete width of six (6) feet.

Blocks

- Block lengths shall not exceed 500 feet unless certain guidelines are met for cul-de-sacs and through streets. See Policy Manual Section 101-80.07 for cul-de-sac or dead end

street requirements. See City Code 10-27-6.C for through street block length requirements.

Lots

- All lots must conform to zoning requirements.
- Lot side lines shall be at right angles or radial to the street lines unless a design exception is approved during the preliminary plat process. All intersecting property lines at a street intersection corner shall be connected by a curve with a minimum radius of 20 feet.
- Double frontage lots shall be prohibited except where unusual conditions make it impossible to meet this requirement. The Planning Commission may require a 15 foot wide planting strip adjacent to all lots having reverse frontage bordering arterial streets. The planting strip shall be landscaped and maintained by the homeowners association.
- All lot remnants below minimum building lot size must be added to adjacent lots or may be used as common areas.
- A subdivision with common area or land which is not buildable shall establish a homeowners association to provide for maintenance of the property.

Storm Water Runoff

The storm water system within a subdivision shall be approved in accordance with the Storm Water Policy Manual.

Residential Lot Compatibility (City Code 10-27-6F)

- Any new single family subdivision which is located within 85 feet of the property line of an existing single family residential subdivision lot shall meet the following compatibility requirement:
- Lot area. If the area of the existing lot is 8,500 square feet or smaller, the area of the new lot shall be at least 8,500 square feet. If the area of the existing lot is over 10,000 square feet, the area of the new lot shall be equal to or greater than 80% of the area of the existing lot, with a minimum lot area of 8,000.

Residential Lot Area: All new single family residential subdivisions shall meet the following residential lot requirements:

- Minimum Lot Area: The minimum lot area in a subdivision in an RS zone district shall be at in accordance with that zones standard. See title 10, Chapter 8. The average lot area for all lots in a RS 6 or 7 zone district shall be at least 8,000 square feet. Smaller area lots may be considered for approval if the development is processed as a Planned Unit Development.

Pathways and Greenways

- Pathways may be required within all subdivisions as a part of the public right-of-way or separate easement.
- Greenways or landscaped screening areas are required for the protection of residential properties from adjacent arterial streets. Subdivision plats shall show the location of any pathway, greenway or landscape screening area.
- Developer shall dedicate pathway areas to City where identified by Parks Department Plat Reviews as a part of City's overall pathway plan.

Common Areas

Ownership and maintenance agreements for common areas shall be approved by the City Council at the time of final plat approval.

Tax liability for common areas shall meet with the approval of the county assessor.

SEPARATE INFORMATION - may be separate sheets:

- Overall development plan. If the development is part of a larger development area, a master plan of the entire area and phasing schedule is required.
- Landscape plan. Show tree locations, calipers, and species along all rights of ways or any known overhead or below ground power line easements. See Chapter 10-27-6 and Chapter 33 of the Preliminary Plat Application Form, Content and Process, Nampa City Code.
- Other studies that may be required by the city to evaluate the proposed facilities (e.g., including, but limited to: traffic impact, soils, hydrological, storm water, trees and landscaping, environmental studies, etc.)
- A feasibility study shall be submitted to Southwest District Health Department and a copy to the city when individual sewage disposal systems are proposed. A subsequent nutrient - pathogen (NP) study will be required.
- If the development has private streets, water, sewer or irrigation facilities, the developer shall submit a written description of:
 1. Method of construction observation, testing and inspection.
 2. Method of maintenance
 3. Financial arrangements for providing maintenance, and future replacement of the facilities.

Utilities – Show on plans and describe in narrative:

- Does the proposed development comply with the adopted master plans for sewer/water/irrigation?
- Is the proposed project served by existing sewer/water/irrigation infrastructure? If no, what infrastructure is required to serve the property? What portion of the required infrastructure is the developer responsible to construct?

Development Agreement – Describe in narrative and attach relevant documents:

- Are there development-related items the owner/developer is required to complete beyond those detailed in the City Code, policies, or construction standards?
- Is there a development agreement already in place or proposed on the site? If so, are the development agreement conditions met? Are the development agreement conditions still applicable? Do they need to be modified?

Revised: 02/17/15

CITY OF NAMPA SUBDIVISION SUBMITTALS

PRELIMINARY PLAT:

1. **20 COPIES - PRELIMINARY PLAT**
2. **CD - ELECTRONIC COPY (AUTOCAD FORMAT) OF PRELIMINARY PLAT**
3. **3 COPIES - LANDSCAPING PLAN** (INCORPORATING FENCE DETAIL: 1) LOCATION; 2) MATERIAL & TYPE OF FENCE; 3) HEIGHT OF FENCE.)
4. **3 COPIES - FULL GEOTECHNICAL/SOILS REPORTS - TO BE SUBMITTED WITH PRELIMINARY PLAT: WITH FOUNDATION RECOMMENDATION**
5. **2 COPIES - STORM WATER REPORTS**
6. **2 COPIES - TRAFFIC IMPACT STUDY**
7. **2 COPIES - 11" X 17" COPY OF PRELIMINARY PLAT**
8. **1 COPY - 8 ½" X 11" COPY OF PRELIMINARY PLAT**
9. **COPY OF WARRANTY DEED, PROOF OF OPTION, OR EARNEST MONEY AGREEMENT**
10. **LEGAL DESCRIPTION OF PLAT AREA.**
11. **FEES:**
 - a. **PLANNING DEPARTMENT: Preliminary Plat submittal fees - \$244.00 plus \$5.98 per lot**
 - b. **PLANNING DEPARTMENT: Application fee for Planned Unit Development - If applicable - \$790.00**
 - c. **SEWER MODEL PRELIMINARY PLAT FEE - \$250.00 - As of 1/15/05**
 - d. **WATER MODEL PRELIMINARY PLAT FEE - \$250.00 - As of 1/15/05**
 - e. **FIRE DEPARTMENT: Preliminary Plat submittal fees - \$160.00 plus \$1.00 per lot (payable at Planning Department).**
 - f. **FIRE DEPARTMENT: Application fee for Planned Unit Development - if applicable - \$250.00 plus \$1.00 per lot.**
 - g. **SUBDIVISION PLAT EXTENSION: Preliminary plat - if applicable - \$53**

ROUTING: TO PLANNING AND ZONING COMMISSION FOR APPROVAL AT PUBLIC HEARING. ALL INFORMATION SHALL BE SUBMITTED AT LEAST 30 DAYS PRIOR TO PUBLIC HEARING. WILL BE SCHEDULED ON P&Z AGENDA DEPENDENT ON DEADLINE DATE FOR PUBLIC HEARING AND WHETHER AGENDA SPACE STILL AVAILABLE.

REVISED PRELIMINARY PLAT SUBMITTAL

1. **FOLLOWING APPROVAL OF PRELIMINARY PLAT BY THE PLANNING COMMISSION (OR CITY COUNCIL IF ACTING AS AN APPEAL BOARD) SEVEN (7) COPIES OF THE REVISED PRELIMINARY PLAT SHALL BE SUBMITTED CONTAINING ALL REQUIRED MODIFICATIONS, REVISIONS AND CORRECTIONS. THE FINAL PLAT MAY THEN BE SUBMITTED AFTER APPROVAL OF THE REVISED PRELIMINARY PLAT.**

ANNEXATION OF THE PROPERTY SHALL BE FINALIZED BEFORE SUBMITTAL OF A FINAL PLAT.

FINAL PLAT:

1. **20 COPIES - FINAL PLAT.**
2. **3 COPIES - LANDSCAPING PLAN** (INCORPORATING FENCE DETAIL: 1) LOCATION; 2) MATERIAL AND TYPE OF FENCE; 3) HEIGHT OF FENCE.)
3. **3 COPIES - GEOTECHNICAL/SOILS REPORT WITH FOUNDATION RECOMMENDATION.**
4. **2 COPIES - TRAFFIC STUDY** (IF NOT PREVIOUSLY SUBMITTED)
5. **2 COPIES - STORM WATER STUDY**
6. **1 - CD (AUTOCAD FORMAT) OF FINAL PLAT**
7. **10 COPIES - IMPROVEMENT/CONSTRUCTION DRAWINGS:** (COPY OF a) FINAL PLAT ATTACHED TO EACH SET and b) APPROVED LANDSCAPE PLAN ATTACHED TO EACH SET)
8. **2 COPIES - 11" X 17" COPY OF FINAL PLAT**
9. **1 COPY - 8 ½ " x 11" COPY OF FINAL PLAT**
10. **1 COPY - LEGAL DESCRIPTION OF PHASE**
11. **FEES:**
 - a. **PLANNING DEPARTMENT:** Final Plat submittal fees - \$375.00 plus \$25.79 per lot.
 - b. **FIRE DEPARTMENT:** Final Plat or Planned Unit Development submittal fee: \$50.00 flat fee (payable to the Planning Department)
 - c. **SEWER MODEL FINAL PLAT FEE:** \$300.00 - Already in effect
 - d. **WATER MODEL FINAL PLAT FEE:** \$300.00 - As of 01/15/05
 - e. **SUBDIVISION PLAT EXTENSION - Final plat (if applicable) \$53.00**

ROUTING: TO PLANNING AND ZONING COMMISSION FOR APPROVAL AS A BUSINESS ITEM. ALL INFORMATION MUST BE SUBMITTED AT LEAST 20 DAYS PRIOR TO P&Z COMMISSION MEETING DATE AT WHICH IT IS ANTICIPATED TO BE REVIEWED.

PLAT IS THEREAFTER PRESENTED TO CITY COUNCIL FOR APPROVAL IF HAVING PREVIOUSLY RECEIVED P & Z RECOMMENDATION FOR APPROVAL.

REVISED FINAL PLAT SUBMITTAL

1. **FOLLOWING APPROVAL OF FINAL PLAT BY PLANNING & ZONING COMMISSION AND CITY COUNCIL SEVEN (7) COPIES OF THE REVISED FINAL PLAT SHALL BE SUBMITTED CONTAINING ALL REQUIRED MODIFICATIONS, REVISIONS AND CORRECTIONS. THE MYLAR MAY THEN BE SUMITTED FOR SIGNATURES AFTER APPROVAL OF THE REVISED FINAL PLAT.**

❖ **Please note additional submittal requirements.**