



FINAL PLAT APPLICATION

CITY OF PAYETTE, IDAHO

City Clerk's Office
700 Center Avenue
Payette, Idaho 83661
Phone: (208) 642-6024
Fax: (208) 642-1412

Notice to Applicants

- **Complete applications must be received not less than 15 days prior to the next regular meeting of the City Council in order to be placed on the agenda for the meeting.**
- Before an application is submitted, a conference with current Planning staff is recommended. Meetings are open to all and take place on the first and third Tuesday of the month, in Council Chambers, Payette City Hall.
- There will be no refund of any application fee for approvals not granted or withdrawn.
- No incomplete applications will be acted upon.
- The applicant is advised to include all attachments required as a part of the application.
- Any additional waivers require Planning & Zoning review prior to Council review.
- The applicant must complete bond approval (if needed) prior to approval of the Final Plat by the City Council.

FINAL Plat Application

Office Use:
Date Received: _____
Fee: _____
Date Fee Paid: _____
File No: _____

Name of Subdivision:

Name of Subdivider:

Street Address

City State Zip
Phone:

Work:	
Mobile:	
Fax:	
E-mail:	

Name of Local Agent:

Last Middle First

Street Address

City State Zip

Phone:

Work:	
Mobile:	
Fax:	
E-mail:	

Date of Pre-Application Meeting: ____/____/____

Requested City Council Meeting Date: ____/____/____

The Owner: is/are individual(s).....(*Go to 1. below*)
a partnership.....(*Go to 2. below*)
a corporation.....(*Go to 3. below*)
a trust.....(*Go to 4. below*)

1. Names of Individual(s) - (as in property title):

Last	Middle	First
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Street Address

City	State	Zip
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Use Section 1 of Owner Authorization Form

2. Name of Partnership:

Street Address

City	State	Zip
------	-------	-----

Use Section 2 of Owner Authorization Form

3. Name of Corporation:

Street Address

City	State	Zip
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Use Section 3 of Owner Authorization Form

4. Name of Trust and Number:

Name	Number
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Street Address

City State Zip

Primary Contact (Applicant):

This is the person who will receive all correspondence regarding this case. If the applicant(s) is/are different than the owner(s) of Record, the Proof of Authorization Form included in this application must be completed and attached to the application when submitted.

Last Middle First

Street Address

City State Zip

Phone:

Work:	
Mobile:	
Fax:	
E-mail:	

Land Surveyor:

Last Middle First

Street Address

City State Zip

Phone:

Work:	
Mobile:	
Fax:	
E-mail:	

Engineer:

Last First Firm

Street Address

City State Zip

Phone:

Work:	
Mobile:	
Fax:	
Email:	

Subdivision Location:

Parcel Identification Number: (Contact Payette County Assessor)	
Legal Description of Property:	
Gross Acreage of Subdivision:	
Square feet:	
Total Number of Lots:	
Zoning Classification:	
Existing Land Use:	
Proposed Land Use:	

Is this subdivision within the City Corporate Limits? YES NO

Does this subdivision involve an Annexation or Annexation Agreement with the City? YES NO

Date of Preliminary Plat Approval:

Additional Waiver(s) Requested:

FEES:

\$400.00 Filing fee plus \$20.00 per lot.

After the approval or conditional approval of the preliminary plat, the developer shall prepare a final plat which is consistent with the preliminary as approved within one year. The final plat may be scheduled for City Council review at the next regularly scheduled meeting and shall be accompanied by three sets of prints of the plans and complete construction specification for all proposed improvements which are required by Title 16 of the Payette Municipal Code.

Signature(s) of the Applicant:

Date:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Owner Authorization Form

If the applicant is not the owner of the property, please have the owner(s) or owner(s)' agent sign the appropriate section and have the signature(s) notarized to authorize said applicant to process the application.

Section 1. Owner(s) is/are Individual(s)

The undersigned hereby state(s) that she/he/they is/are the owner(s) of the property that is the subject of the forgoing Preliminary Plat Application and that she/he/they has/have read said application, and that she/he/they hereby authorize(s) _____ to act as her/his/their agent with regards to the processing of said application for the purposes set forth herein.

First Owner's Name (printed or typed): _____

First Owner's Signature: _____

Second Owner's Name (printed or typed): _____

Second Owner's Signature: _____

If additional names, please provide the names and signatures on an attachment.

Section 2. Owner is a Partnership

The undersigned hereby states that the partnership of _____ is the owner of the property that is the subject of the forgoing application for a Preliminary Plat Application that he/she is one of the partners of said partnership, that he/she has read said application, and that he/she hereby authorizes _____ to act as the partnership's agent in processing said application for the purposes set for the herein.

Partner's Name (printed or typed): _____

Partner's Signature: _____

STATE OF _____)
) ss.
 COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing Owner Authorization Form as his/her/their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 20_____.

NOTARY SEAL

Section 3. Owner is a Corporation

The undersigned hereby states that _____ is a corporation duly incorporated in the state of _____, and that said is the owner of the property that is the subject of the forgoing Preliminary Plat Application. The undersigned states further that she/he has read said application, she/he is the _____ of said corporation, is an authorized agent of said corporation’s agent in processing said application for the purposes set forth therein.

Name of Agent (printed or typed): _____

Signature of Agent: _____

Section 4. Owner is a Trust

The undersigned hereby states that _____ is a trust duly created in the state of _____, and that said trust is the owner of the property that is the subject of the forgoing Preliminary Plat Application. The undersigned states further that she/he is the trustee of said trust and that the following individuals or entities are the beneficial owners of said trust: *If additional parties, please attach additional names, addresses and phone numbers.*

The undersigned states further that she/he has read said application and that the beneficiaries of said trust have authorized her/him to authorize _____ to act as said trust’s agent in processing said application for the purposes set forth therein.

Name of Trustee (printed or typed): _____

Signature of Trustee: _____

Name of Beneficial Owner Address Phone Number

- 1.
- 2.
- 3.

NOTARY SEAL

STATE OF _____)
) ss.
COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing Owner Authorization Form as his/her/their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 20_____.

The following checklist must be completed and returned as part of the submittal. Any item checked "No" or "N/A" (not applicable) must be explained in a narrative attached to the checklist. Incomplete submittals will be returned to the applicant.

City use	Final Plat Requirements	Yes	No	N/A
	1. A title or title block indicating the quarter-section, section, township, range, principal meridian, county and city in which the subdivision is located. The title of the plat must contain the words "plat" and either "subdivision" or "addition"			
	2. The name of the person(s) who commissioned the survey and the name(s) of the owner of the land to be subdivided if other than the person(s) commissioning the survey, the names of any adjoining platted subdivisions, and the numbers of any adjoining certificates of survey previously filed			
	3. A north arrow and scale bar			
	4. The location of, and other information relating to, all monuments found, set, reset, replaced or removed			
	5. The location of any section corners or corners of divisions of sections pertinent to the survey			
	6. Witness and reference monuments and basis of bearings			
	7. The bearings, distances and curve data of all boundary lines			
	8. Data on all curves sufficient to enable the re- establishment of the curves on the ground			
	9. Lengths of all lines shown to at least tenths of a foot, and all angles and bearings shown to at least the nearest minute			
	10. All lots and blocks in the subdivision, designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots			
	11. All streets, alleys, avenues, roads and highways; their widths (if ascertainable) from public records, bearings and area; the width and purpose of all road rights-of-way and all other easements that will be created by the filing of the plat; and the names of all streets, roads and highways			
	12. The location, dimensions and areas of all parks, common areas and other grounds dedicated for public use			
	13. The total acreage of the subdivision			
	14. A narrative legal description of the subdivision			
	15. The dated signature and the seal of the surveyor responsible for the survey			
	16. A memorandum of any oaths			
	17. The dated, signed and acknowledged consent to the subdivision of the owner of the land being subdivided			
	18. Certification by the City Council that the final subdivision plat is approved			
	19. Space for the Clerk and Recorder's filing information			

20. Any other information required as a condition of preliminary plat approval

Supplemental Documents. The following original documents must accompany final plat applications. All documents must be properly notarized where applicable:

City Use	Supplemental Documents	Yes	No	N/A
	1. Certification of dedication of streets, parks, playground easements or other public improvements			
	2. Certification by the City Commission or their designated agent expressly accepting any dedicated land, easements or improvements. An acceptance of a dedication is ineffective without this certification			
	3. A certificate of a title abstractor showing the names of the owners of record of the land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the developer, and any lien holders or claimants of record against the land. The certification shall have been issued no later than 30 days prior to a final plat submittal			
	4. Copies of any covenants or deed restrictions relating to the subdivision			
	5. When required, certification from the State Department of Environmental Quality stating that it has approved the plans and specifications for water supply and sanitary facilities			
	6. A certificate from the developer indicating which required public improvements have been installed and a copy of any subdivision improvements agreement securing the future construction of any additional public improvement to be installed			
	7. The certification of the county treasurer that all real property taxes and special assessments assessed and levied on the land to be subdivided have been paid			
	8. Articles of incorporation and by-laws for any property owner's association			
	9. A letter from the City Engineer certifying that as-built drawings (i.e., copies of final plans, profiles, grades, and specifications for public improvements, including a complete grading and drainage plan) have been received			
	10. A letter from the City Engineer certifying that a copy of all required state highway access or encroachment permits have been received			
	11. For all land used to meet parkland dedication requirements, a final park plan shall be submitted to the City of Payette for review and approval prior to the installation of any park improvements.			
	12. The developer shall provide irrigation system as-builts, for all irrigation installed in public rights-of-way and/or land used to meet parkland dedication requirements, once the irrigation system is installed. The as-builts shall include the exact locations and type of lines, including accurate depth, water source, heads, electric valves, quick couplers, drains and control box			

