

## Preliminary Development Plan

- 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays every month 2:00 PM  
*Call City Hall to confirm attendance 642-6024*
- Review Conceptual plan(s)
- General Comments from City Staff

## Preliminary Plat Application

- Submit plan, application & Support Materials to City Engineer
- City review for application completeness
- Submit fee to City

## Agency Review\*

- Letter sent by developer to agencies listed in Payette Municipal Code 16.20.050 requesting review of plat proposal – mailed at least 15 days prior to public hearing.
- Proof of mailing is provided to City

## City Engineer Review

- Will complete review within 15 days
- Notify developer in writing of compliance or non-compliance
- Developer to pay engineer review fees  
*PMC 16.20.010 (b)*

## Public Improvement Agreement *PMC 16.20.010*

- At time preliminary plat is submitted, a Public Improvement Agreement is drafted.
- Agreement shall be signed by City Council and Developer as part of the plat approval.

## Planning & Zoning Commission Recommendation

- Must be received at City from Engineer no less than 14 days prior to Planning & Zoning Commission meeting
  - *P & Z meets on the 4<sup>th</sup> Thursday of each month*
- P & Z Commission has 45 days from date of first hearing to approve, approve with conditions, or disapprove
- P & Z recommendation & plat forwarded to City Council.
- Notice of P & Z action sent to developer

## Council Action *PMC 16.20.070*

- Council to hear testimony of developer & witnesses
- Council must declare findings within 15 days
- May sustain, modify, reject or overrule recommendations of P & Z Commission
- May extend time limits upon mutual consent of developer and City

## Submit Final Plat

- Final Plat must be submitted within one year after action by Council on preliminary plat *PMC 16.24.020 (a)*
- *See separate requirements for final plat submission*

\*See Reverse for Agency List & Addresses

# PRELIMINARY PLAT APPLICATION AND INSTRUCTIONS

## PROCEDURE FOR FILING A PRELIMINARY PLAT

1. **WHO MAY FILE:** An application for a preliminary plat may be filed by the property owner or the property owner's representative. The owner in all cases must sign the application. All applicants must designate a contact person for the preliminary plat application. The City requires the name, address and telephone number for that contact person. The applicant is responsible for notifying the City if the contact person or entity's address or phone number changes.
2. **APPLICATION:** The application forms may be obtained from the City of Payette City Clerk's Office. The applicant is encouraged to attend a development conference with the appropriate City staff. These meetings are on the first Tuesday of every month, at 10:00 A.M. at City Hall Council Chambers. Once you have completed the application, return it with all required submittal materials to the City Clerk's Office. *Be sure to complete the application in its entirety; an incomplete application may cause a delay in scheduling a hearing.*
3. **STAFF REVIEW:** An application is considered complete when it meets the submittal requirements included on the 'completeness checklist' included in this application and is sufficient for continued processing. Additional information might be required during the review of the application which could delay the review of the application. If the application is considered "compliant" a notice of determination of completeness will be provided to the applicant in writing. If the City determines that the application is not compliant, the applicant will receive written notice to that effect and a list of the information that is needed to make the application complete. If an application is determined to be incomplete or more information is required, then the review of the preliminary plat will be interrupted and the hearing delayed.
4. **CONSOLIDATED REVIEW:** If the applicant has other permits that he/she would like to be processed concurrently with the preliminary plat, the applicant may request, and the City will conduct an integrated and consolidated permit review process. The optional consolidated review provides an opportunity for all permit applications related to a project to be reviewed at the same time.
5. **PUBLIC HEARING:** The City's Planning & Zoning Commission will conduct a public hearing on all preliminary plat requests. The public hearing is an "open record" public hearing. This means that the record is open to receive information, testimony, exhibits, evidence, etc. to be used by the Planning Commission to make a decision on the preliminary plat. This hearing is the only time to present any information, testimony, exhibits, evidence, etc. that will be used by the City to make a decision on your preliminary plat. The owner and/or his representative must be at the Planning & Zoning Commission's public hearing. It is a City policy to postpone the application if the owner or a representative is not in attendance. At the conclusion of the public hearing, the Planning & Zoning Commission will prepare a written decision which will be forwarded to the City Council, or if it is necessary, the Planning & Zoning Commission may postpone a recommendation in order to collect more information.
6. **CITY COUNCIL DECISION:** When the City Council receives the application it may either affirm the decision of the Planning & Zoning Commission or remand the decision back to the Commission. If the Council approves the request they will instruct the City Attorney to prepare the necessary resolution which will be adopted by the Council at their following meeting. In some cases, the Council may direct that specific conditions or agreements be secured prior to the adoption of the resolution.
7. **TIME FRAME:** It takes about 40 days from the date that the application is deemed to be complete to complete the preliminary plat process. The process may be longer if the application is incomplete or additional information is required.

### PLEASE NOTE:

*The application will not be placed on the Planning Commission's Agenda until the City Engineer has found the application to be compliant in its entirety.*



# **PRELIMINARY PLAT APPLICATION**

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## **CITY OF PAYETTE, IDAHO**

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

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### **Payette Municipal Code Sections 16.04 & 16.20.20**

**16.04.010 Purpose:** In order to promote the public health, safety and general welfare of present and future residents, and to bring about a coordinated and efficient development of the City, the following regulations for the subdividing of land within the City are adopted. (Ord. 1219, 2002: Prior Code ' 11-15-1)

**16.20.010 Submittal Of Preliminary Plats And Data--Review By Engineer:**

A. At the time the filing of an application for approval of the preliminary plat, the developer shall submit to the City Engineer the plans and data as required in Chapter 16.12.

### **Notice To Applicants**

- Before an application is submitted, a conference with current Planning staff is recommended. Meetings are open to all and take place on the first 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.
- Complete applications must be received not less than 14 days prior to the next regular meeting of the Planning & Zoning Commission in order to be placed on the agenda for the meeting.
- The applicant is advised to include all attachments required as a part of the application.
- Approval of the Preliminary Plat by the City Council shall be in effect for a period of one year, and thereafter is null and void.



# City of Payette

## Preliminary Plat Application

### Non Refundable Fees:

Application..... \$200.00 (per lot is in addition to application)  
Per Lot Cost ..... \$20.00

Payette City Code 17.78.010

### OFFICE USE ONLY

Date Received \_\_\_\_\_

Fee Paid Y / N Amount Paid \_\_\_\_\_

Date Fee Paid \_\_\_\_\_

P&Z Action \_\_\_\_\_

City Council Action \_\_\_\_\_

Name of Subdivision \_\_\_\_\_

### SUBDIVIDER INFORMATION

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### AGENT INFORMATION

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

REQUESTED PLANNING & ZONING COMMISSION 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)**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

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

*Use Section 1 of Owner Authorization Form*

**2. Name of Partnership**

\_\_\_\_\_

Address \_\_\_\_\_

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

*Use Section 2 of Owner Authorization Form*

**3. Name of Corporation**

\_\_\_\_\_

Address \_\_\_\_\_

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

*Use Section 3 of Owner Authorization Form*

**4. Name of Trust and Number**

Name \_\_\_\_\_ Number \_\_\_\_\_

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 is included in this application must be completed and attached to the application when submitted.**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### LAND SURVEYOR

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### ENGINEER

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

### SUBDIVISION LOCATION

Parcel Identification Number \_\_\_\_\_  
(Contact Payette County Assessor)

Legal Description of Property \_\_\_\_\_

Gross Acreage of Subdivision \_\_\_\_\_



**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 Public



**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\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## PRELIMINARY PLAT COMPLETENESS DETERMINATION CHECKLIST

**NOTE: PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE 24"x 36" AND FOLDED TO 8½"x11" Size. For an application to be eligible for review, seven (7) sets of the following materials must be provided:**

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

APPLICANT      STAFF

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. This completed checklist.   |
| _____ | _____ | 2. Completed Application for Subdivision Review. (1 original)  |
| _____ | _____ | 3. Completed Owner's Affidavit. (1 original)   |
| _____ | _____ | 4. Application Fee.  |
| _____ | _____ | 5. Completed Application for each Deviation Requested. (1 original of each)  |
| _____ | _____ | 6. A list of the names and addresses of all property owners within 300 feet of property.   |
| _____ | _____ | 7. Legal description and signed and sealed (by an Idaho Registered Land Surveyor) boundary survey of the parcel to be divided. (1 original)                  |
| _____ | _____ | 8. Color documents should also be submitted in electronic form in one of the following formats: .tif; .pdf; .jpeg; or .bmp.                                  |
| _____ | _____ | 9. A copy of any proposed deed restrictions or covenants.  |
| _____ | _____ | 10. The proposed plat, 24" x 36", drawn to a scale depicting the following graphic or textual information:   |
| _____ | _____ | a. Name of subdivision; owner; subdivider/optionee (if applicable); and address & phone number of each.  |
| _____ | _____ | b. Surveyor and engineer of record.  |
| _____ | _____ | c. Date of Plat preparation.   |
| _____ | _____ | d. A vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of one inch equals four hundred ft.          |
| _____ | _____ | e. The section, township, and range in which the subdivision is located.   |
| _____ | _____ | f. Scale denoted both graphically and numerically.   |
| _____ | _____ | g. All existing right-of-way, streets, and driveways within three hundred ft.  |
| _____ | _____ | h. All proposed streets, names and number (if state or county marked routes).  |
| _____ | _____ | i. Proposed sight distances for all new roadway connections.   |
| _____ | _____ | j. Typical roadway cross-section(s) and rights-of-way.   |
| _____ | _____ | k. All existing zoning classifications and zoning districts of the tract to be subdivided and on property within one hundred feet of the subject parcel.     |
| _____ | _____ | l. If proposed, recreation areas shall be provided and shown on the preliminary plat.  |
| _____ | _____ | m. Any proposed riding trail, open space, pedestrian, bicycle or other right-of-ways, conservation or drainage easements, their location, width and purpose. |
| _____ | _____ | n. Site calculations, including:   |
|       |       | (i) Acreage in total tract to be subdivided  |
|       |       | (ii) Acreage in parks and other non-residential use.   |
|       |       | (iii) Total number of parcels created.   |
|       |       | (iv) Linear feet in streets  |
|       |       | (v) Right-of-way width of all proposed streets.  |
|       |       | (vi) Natural Features area calculations  |
| _____ | _____ | o. Proposed minimum building setback lines.  |

- \_\_\_\_\_ \_\_\_\_\_ **p. The approved location(s) of the surveyed Natural Features line(s)/ location(s).**
- \_\_\_\_\_ \_\_\_\_\_ **q. All elevation and benchmarks shall be referenced both to NGVD and tied to the nearest Geodetic Positioning Station Control. Contour lines shall be shown at no greater than five-foot intervals. If available, City of Payette two-foot contours shall be used. The plat shall also be referenced as accurately as possible to the Geographic Information System (GIS).**
- \_\_\_\_\_ \_\_\_\_\_ **r. A copy of the proposed plat depicting the approved location(s) of surveyed environmental feature lines/locations.**
- \_\_\_\_\_ \_\_\_\_\_ **s. Buildings or other significant structures, water and sanitary sewer lines, railroads, bridges, culverts, stormdrains, electric facilities both on the land to be subdivided and on the land within one hundred feet, corporate limits, and county lines.**
- \_\_\_\_\_ \_\_\_\_\_ **t. Proposed sidewalks, driveways, street connections, and roadway geo- metrics on the land to be subdivided and on land within three hundred feet of the land to be divided.**
- \_\_\_\_\_ \_\_\_\_\_ **u. Proposed lot lines, lot and block numbers, and approximate dimensions, and phase lines and sequencing of the phases.**
- \_\_\_\_\_ \_\_\_\_\_ **v. Conceptual stormwater management plan with general soil characteristics.**
- \_\_\_\_\_ \_\_\_\_\_ **w. Location of existing water and sewer mains.**
- \_\_\_\_\_ \_\_\_\_\_ **x. Conceptual water and sewer service plans.**
- \_\_\_\_\_ \_\_\_\_\_ **y. Location of existing wells, if any.**
- \_\_\_\_\_ \_\_\_\_\_ **z. The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places.**
- \_\_\_\_\_ \_\_\_\_\_ **aa. All right-of-ways and/or easements both existing and proposed for drainage, electrical distribution, water, sewer, gas mains, transportation access and conservation easements.**
- \_\_\_\_\_ \_\_\_\_\_ **bb. Verification of Delivery of Plat and Letter of request for Review to the following agencies:**

- a. Payette School District, 20 N. 12<sup>th</sup> St., Payette, ID, 83661
- b. Payette County Planning & Zoning, 1130 3<sup>rd</sup> Ave N, Payette, ID, 83661
- c. Idaho Power, 2420 Chacartegui Lane, Nampa, ID, 83687
- d. Intermountain Gas, 555 S. Cole Rd, Boise, ID 83709
- e. Cable One, 2101 E. Karcher, Nampa, ID 83687
- f. Centurylink, 3110 Commercial Way, Caldwell, ID 83605
- g. SWDHD, Bob Portner, 1155 3<sup>rd</sup> Ave. N., Payette, ID 83661
- h. Payette Fire Chief, 600 North 16<sup>th</sup> Street, Payette, ID 83661
- i. Irrigation District (appropriate to area being platted)
- j. State Highways (if said plat abuts)
- k. Natural Resources Conservation Service, 9713 W. Barnes Dr. Ste C, Boise, 83709
- l. United States Post Office, Payette Branch, 915 Center Avenue, Payette, ID 83661
- m. Payette County Assessor's Office 1130 3<sup>rd</sup> Ave. N, Payette, 83661