

PAYETTE *Idaho*

SHORT PLAT APPLICATION

CITY OF PAYETTE, IDAHO

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

Payette Municipal Code Sections 16.04

16.26.010 Purpose: The purpose of the short plat is to allow the creation of up to three (3) parcels without being subject to the procedural provisions of the preliminary and final plat regulations of this title and to provide a simplified administrative procedure for processing the division of three (3) or less divisions of land. A record of survey, application and fee, set by resolution of the city council, shall be required. Every division of land for the purpose of sale, lease or transfer into three (3) or fewer lots, tracts or parcels within the city, where no new public dedications are required, may proceed in compliance with this section.

Notice to Applicants

- Before an application is submitted, a conference with current Planning staff is recommended.
- There will be no refund of any application fee for approvals not granted or withdrawn.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.
- The applicant should provide this application to his Surveyor to ensure all items are included on the submitted survey.
- No Short Plat will be acted on if the property has been subdivided within the last 5 years
- The verbiage below must appear on the plat for the engineer to sign:

I, THE UNDERSIGNED, CITY ENGINEER IN AND FOR THE CITY OF PAYETTE, PAYETTE COUNTY, IDAHO, DO HEREBY CERTIFY THAT I HAVE CHECKED THIS SHORT PLAT AND THAT THE PAYETTE CITY REQUIREMENTS REGARDING SHORT PLATS HAVE BEEN MET.



City of Payette

Short Plat Application

OFFICE USE ONLY

Date Received _____

Fees Paid Y / N

Fees:

Application..... \$400.00

Applicant Information

Name _____ Phone _____

Address _____ City _____ State _____

E-Mail _____ Signature _____

Owner Agent Tenant Contract Buyer

Property Owner Information

Name _____ Phone _____

Address _____ City _____ State _____

E-Mail _____ Fax _____

Applicant Status

Registered Engineer Land Surveyor

Name _____ Phone _____

Address _____ City _____ State _____

Email _____ Signature _____

Name of Short Plat Subdivision _____

Zone Designation _____ Total Area _____

Minor Subdivision Information

Proposed Subdivision Name _____

General Location or Address if Available _____

Legal Description (Attach or Describe) _____

Description of Project _____

Existing Zoning _____ Adjacent Zoning _____

Current Land Use _____ Adjacent Land Use _____

Size of Site _____ Average Lot Size _____

Number of Lots _____ Density _____

Property Information

Assessor's Parcel Number(s) _____

Comprehensive Plan Designation _____

Location of Proposed Access to the Site _____

Size & Point of Utilities Connection: Water size _____ Location _____

Sewer size _____ Location _____

Name and Location of Nearest School(s) _____

Location of and Distance to Nearest Fire Hydrant _____

Street(s) serving the Project (provide ROW and pavement width) _____

Physical Description of Site (Topography, Cover, Features) _____

Any Physical Limitations? (Rock Outcrops, Slopes, Etc.) No Yes (Please attach description)

Has this property been involved in a subdivision within the last 5 years? No Yes

Intended use of property _____

Is irrigation water available to the property? No Yes

Method of handling surface water drainage _____

Certification

I understand that the applicant or representative shall attend a meeting with staff and that the decision made by the Administrator on a Short Plat Application is final; unless appealed by myself, by adjoining property owners, or by the affected persons All the information, statements, attachments and exhibits transmitted here with are true to the best of my knowledge. I hereby certify that I am the owner or contract buyer of the property upon which the subdivision is to be located, or that I have been vested with the authority to act as agent for the owner or contract buyer.

Dated this _____ Day of _____, 20_____

Signature _____ Printed Name _____

Short Plat Checklist (to be completed by staff)

Yes No Plans Checked by _____ Date _____

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Short Plat Application Completed |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee paid |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval letter from all appropriate districts and agencies |
| <input type="checkbox"/> | <input type="checkbox"/> | A list of all property owners and mailing addresses for property adjacent to the affected property |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of any existing or proposed restrictions or covenants |
| <input type="checkbox"/> | <input type="checkbox"/> | A sketch map drawn on good quality paper no larger than an 8 1/2 x 11 to scale and must include boundaries and dimensions of the entire area, the size of each lot, all existing buildings and structure improvements, the location of any roads, easements, or right of way that exist or are proposed and a space for the approval of the City Engineer |
| <input type="checkbox"/> | <input type="checkbox"/> | A legal description of the entire area being divided and a legal description for each of the proposed lots |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Title |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed lot lines, lot and block numbers, and approximate dimensions, and phase lines and sequencing of the phases. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual storm water management plan with general soil characteristics |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing water and sewer mains |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual water and sewer service plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing wells, if any |
| <input type="checkbox"/> | <input type="checkbox"/> | All right-of-ways and/or easements both existing and proposed for drainage, electrical distribution, water, sewer, gas mains, transportation access and conservation easements |