

ADA COUNTY DEVELOPMENT SERVICES

200 W. Front Street, Boise, ID 83702. www.adaweb.net phone: (208)287-7900 fax: (208)287-7909



PRELIMINARY PLAT CHECKLIST

A Subdivision request requires a public hearing.

GENERAL INFORMATION:

Applicant 	DESCRIPTION	Staff 
	Completed and signed Master Application	
	Completed Supplemental Information	
	Associated Forms:	
	Zoning Ordinance Map Amendment (Re-zone)	
	Development Agreement	
	Sketch Plat	
	Zoning Text Amendment	
	Private Road	
	Vacation	
	DETAILED LETTER by the applicant fully describing the request or project and address the following:	
	Explain proposed use, and all uses associated with the request.	
	Any other supporting information.	
	NATURAL FEATURES ANALYSIS (ACC 8-4E-4D) must include the following:	
	One electronic copy.	
	Important features such as existing structures, water courses, wetlands, power lines, telephone lines, railroad lines, Airport influence areas, existing easements, municipal boundaries, section lines, parks, schools and supplemental data as required.	
	<i>HYDROLOGY. ACC 8-4E-4D1</i>	
	<i>SOILS ACC 8-4E-4D2</i>	
	<i>TOPOGRAPHY ACC 8-4E-4D3</i>	
	<i>VEGETATION ACC 8-4E-4D4</i>	
	<i>SENSITIVE PLANT AND WILDLIFE SPECIES ACC 8-4E-4D5</i>	
	<i>HISTORIC RESOURCES ACC 9-4E-4D6</i>	
	<i>HAZARDOUS AREAS ACC 8-4E-4D7</i>	
	<i>IMPACT ON NATURAL FEATURES ACC 8-4E-4D8</i>	
	PHASING PLAN of proposed subdivision, if applicable, and timeline of phasing. (One full size copy and one electronic copy)	
	SUBDIVISION NAME APPROVAL from the County Engineer.	
	RESTRICTIVE COVENANTS if proposed.	
	IRRIGATION PLAN as required per Idaho Statute 31-3805.	
	OPEN SPACE MANAGEMENT PLAN.	
	DEED (or evidence of proprietary interest)	
	NEIGHBORHOOD MEETING CERTIFICATION	
	PRE-APPLICATION CONFERENCE NOTES	
	SUPPLEMENTAL DATA required by County Engineer	
	PRELIMINARY PLAT SPECIFICATIONS ACC 8-6-4-2 Submit 1 electronic copy, 2 full size copies, and one reduced copy to 8 1/2" X11".	
	METES AND BOUNDS LEGAL DESCRIPTION of the property to be subdivided including a Microsoft Word® electronic Word document.	
	OVERLAY DISTRICT: May require a separate checklist or additional information for the following:	

	HILLSIDE DEVELOPMENT (ACC 8-3H) YES () NO ()	
	<i>Preliminary Grading Plan (ACC 8-3H-3B)</i>	
	<i>Slope Stabilization & Revegetation Plan & Report (ACC 8-3H-3C)</i>	
	Prepared and sealed by a licenced landscape design professional? YES () NO ()	
	<i>Engineering Hydrology Report (ACC 8-3H-3D)</i>	
	Prepared and sealed by a professional engineer registered in the State of Idaho? YES () NO ()	
	<i>Soils Engineering Report (ACC 8-3H-3E)</i>	
	Prepared and sealed by a professional engineer registered in the State of Idaho? YES () NO ()	
	<i>Engineering Geology Report (ACC 8-3H-3F)</i>	
	Prepared by a professional geologist or prepared and sealed by a professional engineer registered in the State of Idaho? YES () NO ()	
	<i>Visual Impact Report (ACC 8-3H-3G)</i>	
	Prepared by a licensed design professional? YES () NO ()	
	FLOOD HAZARD (ACC 8-3F)	
	Evacuation plan filed with the Ada City-County Emergency Management Office? YES () NO ()	
	WILDLAND-URBAN FIRE INTERFACE (ACC 8-3B)	
	Fire hazard and emergency access roads evaluated and sealed by licensed fire professional engineer? YES () NO ()	
	SOUTHWEST PLANNING AREA (ACC 8-3C)	
	PLANNED UNIT DEVELOPMENT (ACC 8-3D)	
	BOISE RIVER GREENWAY (ACC 8-3G)	
	BOISE AIR TERMINAL AIRPORT INFLUENCE AREAS (ACC 8-3A)	
	PROPOSED STREET NAME	
	Must comply with ACC 2-1.	
	Contact Ada County Street Naming Specialist.	
	PLANNED COMMUNITIES:	
	Digital Version of Planned Community Subdivision.	
	Project Data Tables (see PC application manual)	
	Color keyed full sized copy of preliminary plat displaying land use districts.	
	Landscape Plan	
	Urban Public Services Discription	
	Open Space Description	
	Community Center and/or Recreation Center Description (if applicable)	
	Water Supply Verification	
	Urban Public Services Construction Verification	
	Urban Public Services Operation & Maintenance Verification	
	Transportation Plan (if applicable)	
	MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)	
	APPLICATION FEE: Call County or go to www.adaweb.net for fees	

Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

APPLICATION WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE ITEMS ON THE FORM ARE SUBMITTED.

SUPPLEMENTAL INFORMATION / PRELIMINARY PLAT

(to be completed by the applicant)

DETAILED LETTER MUST INCLUDE:		
Total number of dwellings:		
Dwelling units per acre:		
Zero lot line setbacks YES () IDENTIFY NO ()		
Water Provider:		
Method of Sewage Disposal:		
PRELIMINARY PLAT SPECIFICATIONS:		
Scale of not more than 100' to the inch. (Or written approval from the director)		
Limits extending 300' beyond the boundaries of the proposed development.		
Subdivision boundary based on actual field survey, stamped by a licensed professional land surveyor.		
Name of owner.		
Name of person or firm responsible for the drawing.		
Name of the proposed subdivision.		
Date, graphic scale, true north arrow, vicinity map, section, township, and range.		
Ties to all controlling corners.		
Names of neighboring subdivisions, according to the Assessor's files.		
Names and boundaries of owners of neighboring properties, according to the Assessor's files.		
Name, location, width, direction of slope, centerline and right of way of all <i>existing</i> and <i>proposed</i> public streets and private roads.		
Proposed off-site improvements pertaining to streets, water supply, sanitary sewer systems, storm water systems, fire protection facilities, and proposed utilities.		
Street sections and pathway sections.		
Lot layout with lot and block numbers, lot dimensions, and lot area in sq. ft.		
Graphically depict the minimum setbacks. (describe in legend)		
Areas of special interest labeled. (parks, schools, etc.)		
Identify zero lot line properties.		
Standard Subdivision: Table with number of lots and acreage for residential, commercial, industrial, Common (Landscape, utility, or other), Open Space lots and the total of all.		
PLANNED UNIT DEVELOPMENT		
Density bonus requested. YES () EXPLAIN NO ()		
Commercial Uses. YES () LIST NO ()		
Industrial Uses YES () LIST NO ()		
Deviation of Dimensional Standards. YES () LIST NO ()		
Dedicated open space shall abut any lots that have been reduced below the minimum property size and shall abut multi-family development.		
BOISE AIR TERMINAL AIRPORT INFLUENCE AREAS		
What Airport Influence District is the property is located in?		
WILDLAND-URBAN FIRE INTERFACE		
All non-farm subdivisions shall provide fire flow as adopted by the fire authority. Submit a written statement approving such fire flow. YES () NO ()		
FLOOD HAZARD		
Flood zone.		
Floodway YES () NO ()		
Foothill or other hillside tributary floodways. YES () NO ()		