



# PRELIMINARY PLAT CHECKLIST (ACC 8-6)

A preliminary plat (subdivision) is a **hearing level** application, and requires two (2) public hearings.

## GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	<b>PRELIMINARY PLAT INTAKE MEETING DATE:</b>	
	<b>MASTER APPLICATION FORM</b>	
	<b>DETAILED LETTER</b> by the applicant fully describing the project and addressing the following:	
	Proposed Use(s)	
	Total number of dwellings:	
	Proposed Dwelling units per acre:	
	Zero lot line setbacks proposed: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Water Provider:	
	Method of Sewage Disposal:	
	<b>PRELIMINARY PLAT: (ACC 8-6-4-2)</b> Two (2) full-sized, scaled plot plans, showing all existing and proposed easements, property lines, and structures drawn to scale, including one copy reduced to 8 1/2" x 11" to include the following:	
	Scale of not more than 100' to 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 subdivision, according to the Assessor's file	
	Names and boundaries of owners of neighboring properties (Assessor's files)	
	Name, location, width, direction of slope, centerline and right of way of all existing and proposed 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)	
	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	
	<b>NATURAL FEATURES ANALYSIS (ACC 8-4E-4D)</b> (For examples and helpful links, see <a href="https://adacounty.id.gov/development/services/permitting-division/natural-features-analysis/">https://adacounty.id.gov/development/services/permitting-division/natural-features-analysis/</a> )	
	Hydrology	
	Soils	
	Topography	
	Vegetation	
	Sensitive Plant & Wildlife Species	
	Historic Resources	
	Hazardous Areas	
	Impact on Natural Features	
	<b>SUBDIVISION NAME APPROVAL</b> - from Ada County Surveyor	
	<b>PROPOSED STREET NAME</b> (Must comply with ACC 2-1)	
	Contact Ada County Street Name Specialist (Assessor's Office)	
	<b>IRRIGATION PLAN</b> - as required per Idaho Statute 31-3805	

	<b>PHASING PLAN:</b> - <i>if applicable</i> (Provide one (1) full size copy and one(1) electronic copy that includes timeline of phasing)	
	<b>OPEN SPACE MANAGEMENT PLAN</b>	
	<b>DRAFT RESTRICTIVE COVENANTS</b> - if proposed	
	<b>PLANNED UNIT DEVELOPMENT (ACC 8-3D)</b>	
	Property must be within an Area of City Impact	
	Property size is a minimum of five (5) acres: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Density bonus requested: YES <input type="checkbox"/> NO <input type="checkbox"/> EXPLAIN	
	Deviation of Dimensional Standards requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Public Amenity Proposed: YES <input type="checkbox"/> NO <input type="checkbox"/> EXPLAIN	
	Does the proposal include a mix of uses that are not allowed as principally permitted or conditional uses in the same base district: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Commercial Uses: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Industrial Uses: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Percentage of Open Space Proposed:	
	Dedicated open space shall abut any lots that have been reduced below the minimum property size and shall abut multi-family development	
	<b>PLANNED COMMUNITIES:</b>	
	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 Description	
	Urban Public Services Construction Verification	
	Urban Public Services Operation & Maintenance Verification	
	Water Supply Verification & Description	
	Open Space Description	
	Community Center and/or Recreation Center Description ( <i>if applicable</i> )	
	Transportation ( <i>if applicable</i> )	
	<b>METES &amp; BOUNDS LEGAL DESCRIPTION.</b> One (1) paper copy & One (1) electronic copy	
	<b>PRE-APPLICATION CONFERENCE NOTES</b>	
	<b>NEIGHBORHOOD MEETING CERTIFICATION</b>	
	<b>MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5)</b>	
<b>Additional Application Requirements, if applicable:</b>		
	<b>FLOOD HAZARD (ACC 8-3F)</b>	
	Evacuation plan filed with the Ada City-County Emergency Management Office: YES <input type="checkbox"/> NO <input type="checkbox"/> (- <i>Can be a condition of approval</i> )	
	Flood Zone: YES <input type="checkbox"/> NO <input type="checkbox"/> Floodway: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Hillside Tributary Floodway: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	<b>WILDLAND-URBAN FIRE INTERFACE (ACC 8-3B)</b>	
	Fire Protection Plan (prepared by licensed fire professional engineer)	

**APPLICATION FEES: \$1,209** (\$1,200+ \$9 GIS Fee) + **\$20/lot** (for preliminary plats that include more than 35 lots) + **Engineering Review Fee** (chose one):

- \$110** - 4 or fewer lots
- \$335** - 5-50 lots
- \$550** - greater than 50 lots

**NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and 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. This application shall not be considered complete until staff has received all required information.