



**SUBDIVISION  
PRELIMINARY PLAT APPLICATION**

\_\_\_\_\_ Filing Date

**CITY OF FAIRFIELD / PLANNING & ZONING**  
407 Soldier Road / P.O. Box 336 / Fairfield, Idaho 83327

**PROPOSED SUBDIVISION NAME:** \_\_\_\_\_

**OWNER(s):** \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**ENGINEER/  
SURVEYOR:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**SUBDIVISION FEATURES:**

Zoning District:     R1    R2    R3         Commercial         Light Industrial

Subdivision type:    Standard         PUD         Large Scale  
 Condominium     Manufactured Home     RV Park  
 Other \_\_\_\_\_

Special Hazard Area:    Flood plain         Airport Vicinity         Other \_\_\_\_\_

Total Land Area:    \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_

General Location of Proposed Subdivision: \_\_\_\_\_

I, the undersigned, certify that all information submitted with and upon this application form is true and accurate to the best of my knowledge and belief.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or Authorized Representative*

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<b>FEES:</b>	\$ 200.00 + \$10 per lot _____ (number of lots)	\$ _____
	Publication: 2 public hearing notices & 1 ordinance	\$ 200.00 (approx.)
	Mailing: Number of addresses _____ x 2 x \$1.00 =	\$ _____
	Legal and/or Engineering Costs (Resolution 2008-03):	\$ _____

*An application refund is available up to the time the application is deemed certified by the Planning and Zoning Administrator. Administrative costs will be deducted from the refunded application fee.*

This application is Certified Complete: \_\_\_\_\_  
*P&Z Administrator* *Date*

## **General Requirements for Preliminary Plat Application:**

The complete list of requirements for a Preliminary Plat Application is outlined in Title 9 of City Code [codelibrary.amlegal.com/codes/fairfieldid](http://codelibrary.amlegal.com/codes/fairfieldid). It is the responsibility of the engineering firm to see that all required information is submitted to the City and other concerned agencies in the proper form. Prior to acceptance, the City Planning & Zoning Administrator may request additional maps or data deemed necessary by the Administrator. Incomplete plans will not be reviewed.

- 1. One (1) large set and one (1) small set of the preliminary engineering plans of the proposed subdivision, drawn in accordance with the requirements hereinafter stated; Large copy of the preliminary plat shall be on good quality paper, shall have dimensions of not less than eighteen by twenty-four inches (18" x 24"), shall be drawn to a scale of not less than one inch equals one hundred feet (1" = 100'), shall show the drafting date, and shall indicate thereon, by arrow, the generally northerly direction; Small copy of the preliminary plat may be on letter sized paper (8.5" x 11") or legal sized paper (8.5" x 14"). A digital copy of the preliminary engineering plans is also required.
- 2. Preliminary engineering plans shall include but not limited to:
  - a. a vicinity map showing the relationship of the proposed plat to the surrounding area (1/2 mile minimum radius, scale optional);
  - b. lot lines and the dimensions and numbers of each, and the total number of lots by block;
  - c. master utility map for streets, water, sewers, sidewalks and other required public improvements;
  - d. proposed or existing utilities including storm drainage, irrigation laterals, ditches, drainage, bridges, culverts, water mains, fire hydrants, electric power lines, gas lines, telecommunication lines, and street lights;
  - d. existing streets, street names, rights-of-way and roadway width, including adjoining streets or roadways, along with type of surface and the existence of any curb-gutter and/or sidewalks;
  - e. contour lines, shown at five (5) foot intervals where land slope is greater than ten percent (10%) and two (2) foot intervals where land slope is ten percent (10%) or less, with an established bench mark of the City of Fairfield, including location and elevation.
- 3. Current title report for the land to be subdivided and a copy of the owner's recorded deed to the property, including the legal description of the subdivision by Section, Township and Range.
- 4. A current list of all property owners of record within three hundred (300) feet of the exterior boundary lines of the proposed subdivision. This list must be accompanied by a sheet(s) of pre-printed mailing labels for the property owners with their addresses, or a digital file of the required addresses.
- 5. A copy of any proposed restrictive covenants and/or deed restrictions, or if none, a statement that none are proposed.
- 6. A statement as to whether or not a variance will be requested with respect to any provision found in Title 9, describing the particular provision, the variance requested, and the reason therefore.
- 7. If the proposed development is within any special development area, such as hillside, planed unit development, flood plains, cemetery, mobile home, large-scale development, hazardous and unique areas of development, additional information will be required.
- 8. A statement regarding the proposed development's compliance with any developer agreement previously entered into with the City of Fairfield.