



Final Plat Application

PRINT CLEARLY AND LEGIBLY

PROPERTY INFORMATION

NAME OF SUBDIVISION: _____ PHASE: _____

TOTAL BLOCKS THIS PHASE: _____

TOTAL LOTS THIS PHASE: _____

TOTAL BUILDING LOTS FOR THIS PHASE: _____

TOTAL ACRES THIS PHASE: _____

CANYON COUNTY PARCEL INFORMATION: _____

QUARTER: _____ SECTION: _____ TOWNSHIP: _____ Range: _____

APPLICANT INFORMATION

APPLICANT: _____ IDAHO LLC: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

REPRESENTATIVE(S) INFORMATION

REPRESENTATIVE(S): _____

REPRESENTATIVE (S) MAILING ADDRESS: _____

REPRESENTATIVE(S) EMAIL ADDRESS: _____

APPLICANT OR HIS/HER REPRESENTATIVE MUST ATTEND ALL PUBLIC HEARINGS RELATED TO THIS APPLICATION.

*****Staff Use Only*****

PROJECT WORKING NAME: _____ DATE RECEIVED: _____

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APPLICATION PROCEDURE:

The Planning & Zoning Administrator reserves the right to NOT ACCEPT or MARK an application RECEIVED until the applicant can demonstrate the information is accurate, complete and ready for further action.

Each application must include the following information before the application is accepted:

- Master Application**
- Affidavit of Legal Interest / Proof of Ownership**
- Copies of Final Plat** - Fifteen (10) copies at scale of 1"= 100' (folded to approximately 8 'A" x 11") and one (1) reduced copy (11" x 17") of the final plat prepared in compliance with Idaho Code Title 50, Chapter 13 and Parma City Code §6-2-4. **Three (3) copies of the final engineering drawings for streets, water, sewer, sidewalks and other public improvements.**
- Electronic Copy of Final Plat** (on USB or another approved device)
- Legal Description** - (metes and bounds) of the subject property, including all adjoining rights-of-way, railroads, roadways, highways and easements the full length of the property that is signed and stamped by a land surveyor registered in the State of Idaho. *If more than one zoning designation is being requested, separate legal descriptions are required for each zoning designation.*
- Mailing Addresses** of all property owners, from authentic tax record of the Canyon County Assessor who are within three hundred (300') feet of the external boundaries of the subject property, and all property owners included within the boundaries of the property being considered – in an excel data sheet, preferably emailed or included on the thumb drive. – Best Practice, have a title company doing business within Canyon County supply the list, or provide a guarantee the list is accurate. **List must be dated within 15 days of date of application.**
- Draft Development Agreement** (if warranted)
- Development Fee:** _____
- Survey;** Plat Preparation of Final Plat as evidence of preliminary plat being approved by the City Council or conditional approval and a final plat prepared in accordance with the preliminary plat as approved.
- Draft Final Plat contents**
 - Title of the subdivision, which also shows the number of section, township, range and county,
 - Name, address and official seal of the Idaho Registered Professional Engineer or Registered Land Surveyor preparing the plat.
 - Scale, north arrow and date of the plat preparation.

CITY OF PARMA FINAL PLAT APPLICATION

Survey Data Required

Boundaries of the tract to be subdivided fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

Any excepted parcel(s) within the plat boundaries shall show all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

Location and descriptions of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced.

PROCESS:

1. Master Application and Secondary Applications received with appropriate fees.
2. Pre-Application Meeting with developer and appropriate city department heads.
3. Engineer / Legal Review of application as determined by department heads.
4. Application is then "RECEIVED".
5. Public Hearing is scheduled.
6. Public Hearing Public Notice sent to Idaho Press Tribune.
7. Public Notices Sent, Property Posted and Agency Notification Sent.
8. Applicant(s) billed for Public Notice Publication, Public Notice Mailing and Engineer / Fees incurred (Mailing, Legal, Engineering, etc)
 - a. Billed in full prior to final decision issuance
9. Public Hearing Held
10. City Council Decision – Deny, Approve or Approve with Conditions
11. Findings / Conclusion
12. Final Decision Issuance / Recordation
 - a. All bills will be paid prior to recordation within 30 days. Decisions not recorded within 30 days may be subject to starting the process over.
13. A written estimate of Impact Fees, Other Agency Fees to be collected by the City, Water / Sewer / Storm Water (if warranted) Connection Costs and any other approved by the City Council will be generated and sent to the applicant as an estimate.

*****Staff Use Only*****

PROJECT WORKING NAME: _____ DATE RECEIVED: _____
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The City of Parma does not guarantee the acquisition of public services provided by any agency. The developer, property owner and/or applicant of this application does hereby release and indemnify and hold harmless the City of Parma from any and all claims, cost, damages, etc. from any individual or organization regarding the acquisition of services which are not affiliated with the City, including but not limited to, municipal water service, sanitary sewer service, access to public roads and fire protection.

I hereby certify that all information requested and as submitted is prepared to the best of my ability and knowledge. I request that this application be processed for consideration

I hereby acknowledge that I am aware the actual legal, engineering and contract fees incurred by the City of Parma will be billed to the applicant. These fees are intended to cover expenses that are incurred by the City. If actual expenses are higher or lower, the applicant will be billed for the additional expenses or refunded the overpayment.

Applicant Signature _____ **Date** _____

_____ **For Administrative Use Only** _____

Date of Acceptance: _____ Accepted By: _____

Preliminary Council Hearing Date: _____

Fee Paid: _____

Review:

Engineering review of cost estimates:

Legal review: _____

Action taken:

Action by Council: Approved Denied _____ Date: _____

Conclusion:

Final Billing _____ Paid _____ Date: _____

Recording:

Plat (County)

Comments: _____

Development Agreement or Conditions of Approval - List following page(s) or attach minutes.