



**SUBDIVISION  
PRE-APPLICATION**

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

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

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

# OF LOTS: \_\_\_\_\_ # OF ACRES: \_\_\_\_\_

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

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

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

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

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

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

**PROPERTY INFORMATION:** Location: \_\_\_\_\_

Current Land Use District: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Proposed Land Use District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Prior to acceptance by the City Planning & Zoning Administrator, the Pre-Application for Subdivision shall be accompanied by the following:

- 1. Sketch Plan: One (1) physical copy and a digital (PDF - high quality print) copy.  
Sketch plans shall include the entire developmental scheme of the proposed subdivision in schematic form, and proposed phases of development if applicable. Sketch plans shall include:
  - a. The general layout of streets, blocks and lots in sketch form; and
  - b. The existing conditions and characteristics of the proposed subdivision site and adjacent land.
  - c. Drainage plan if area is within Flood Plain or determined to at risk for flooding.
  - d. Areas set aside for schools, parks and other public facilities if applicable.
  
- 2. Fee: \$100.00 to accompany the copies of the sketch plan.

**Property Owner Consent:**  
By signature hereon, the property owner acknowledges that the P&Z Administrator may, in the performance of their function, enter the property to inspect and evaluate the area in the course of processing this pre-application.

Signature: \_\_\_\_\_

**OFFICIAL USE ONLY:**

Approved  Denied \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Planning and Zoning Administrator*

*Property owner(s) may request a waiver of this application and proceed directly to the Preliminary Plat Application. It is the Administrator's discretion to approve or deny the request.*