



CITY OF EMMETT
OFFICIAL PRELIMINARY SUBDIVISION APPLICATION

STANDARD SUBDIVISION PERMIT FEE: \$600.00 + \$10.00 per lot (MAKE CHECK PAYABLE TO CITY OF EMMETT)

CITY ENGINEER DEPOSIT: MEET WITH THE SUPERINTENDENT OF PUBLIC WORKS TO DETERMINE DEPOSIT AMOUNT (365-9569) (Receipt must be submitted with application)

APPLICANT NAME: _____ PHONE: home _____
work _____

ADDRESS: _____

OWNERS OF RECORD: _____ PHONE _____

ADDRESS: _____

ENGINEER, SURVEYOR, OR PLANNER: _____ PHONE: _____

PROPERTY ADDRESS AND LEGAL DESCRIPTION: _____

PROPOSED NAME OF SUBDIVISION: _____

I understand:

1. This application is subject to acceptance by the City of Emmett upon determination that this application is complete.
2. The hearing date is tentative and subject to change with notice.
3. This application is subject to a public hearing before the Emmett Zoning Commission.
4. Any review by the City of Emmett's Engineering firm will be subject to a fee determined by the Engineering firm and will be paid by the applicant.
5. The application fee is non-refundable.
6. **The applicant or the applicant's representative must be present or the application will not be heard.**

All information, statements, attachments, and exhibits transmitted with this application submitted are true to the best of my knowledge.

Signature: _____ Date: _____

VARIANCE/WAIVERS

Will variances and/or waivers be requested from the subdivision ordinance? _____ YES _____ NO. If yes, please provide a description and basis for variance requests in a separate cover letter to be submitted to the Commission and the Council.

SUBDIVISION FEATURES

Lots and dwelling units per gross acre: _____ Number of Lots: _____ Acres of land in contiguous ownership: _____

Complete Gross Acreage of Subdivision: _____ Existing zoning classification: _____

BUILDING PROGRAM

Type of building construction proposed (Residential, Commercial, Industrial, Combination): _____

Type of dwellings proposed (Single-family, Duplexes, Multi-family, Apartments): _____

Are there any existing buildings? _____ YES _____ NO. If yes, please describe the existing buildings: _____

PUBLIC STREETS AND IMPROVEMENTS

All streets, curbs, gutters, and sidewalks shall be constructed to Emmett City Standards.

PRIVATE STREETS

Are private streets proposed? _____ YES _____ NO

PUBLIC UTILITIES

Electric power, telephone, natural gas or any other public utility shall be installed as required by the utility providing service. Utility easements, as required by the utility companies, shall be placed on the plat.

CITY SEWER AND WATER

City sewer and water shall be installed as required by the City of Emmett. Easements, as required by the city, shall be placed on the plat.

IRRIGATION

Name of Irrigation Entity: _____

Note: Written approval of the appropriate Irrigation Entity will be required for (1) Relocation of ditches; (2) Drainage into the ditches; and (3) Enclosing or covering ditches.

Is irrigation water to be provided to each lot? _____ YES _____ NO

The point of delivery of the irrigation water that serves your property is: (please check one) _____ under the jurisdiction of the irrigation entity listed above; _____ under a private water user's association; _____ other (describe).

The names and addresses of each property owner within 500 feet of the subdivision boundary, either upstream or downstream, who may share the same irrigation or drainage delivery system must be provided by the applicant.

DRAINAGE PLANS

All preliminary plat applications shall include the land contours with 2 foot intervals reference to datum or at an interval acceptable to the City Engineer.

FIRE PROTECTION

Approved fire protection facilities shall be provided to comply with the requirements of the Emmett Fire Department.

SCHOOLS AND PARKS Do you propose any land dedications for future schools or parks? _____ YES _____ NO



PRELIMINARY PLAT SUBDIVISION CHECKLIST
(Use this checklist when 10 or more lots are being created)

PURPOSE: The purposes of these regulations are to promote the public health, safety and general welfare, and to provide for the harmonious development of the community in accordance with the City of Emmett Subdivision Ordinance. The Preliminary Plat process is used for all subdivisions creating 10 or more lots and/or if the subdivision lies within a floodplain or on a hillside. Every item on the checklist must be provided unless a waiver is requested in writing. Submit a letter to the Administrator identifying the specific item requesting to be waived and the reason for request, a written response will be issued before filing the application.

STANDARD SUBDIVISION PERMIT FEE: \$600.00 (MAKE CHECK PAYABLE TO CITY OF EMMETT)

CITY ENGINEER DEPOSIT: MEET WITH THE SUPERINTENDENT OF PUBLIC WORKS TO FIGURE DEPOSIT AMOUNT

			Staff Use Only			
√	Subdivision Ordinance Reference		REQUIREMENT	Complete (Date)	Waived	Non-Applicable
	Title 10-2-3	A	Completed and signed Master Public Hearing Application form			
		B	Fee (See above)			
		C	Names/addresses of property owners within 300' of exterior boundaries of proposed subdivision (Prepared by Zoning Staff)			
		D	1. One copy of subdivision plat (after staff's review, the applicant will be informed of the total number of copies to provide)			
			2. One digital copy of plat (.dwg format)			
			3. One 11"X17" copy of the plat			
		E	See page 3 for elements required on preliminary plat			
		F	Submit (6) six copies of preliminary engineering plans			
		G	Submit a copy of the proposed restrictive covenants and/or deed restrictions			
		H	Proof of property interest. Attach a copy of the warranty deed, option agreement, earnest money agreement or title report.			
		I	Affidavit of Legal Interest			

	J	Pictures of the area under consideration			
	K	Statement of the intended use of the proposed subdivision			
Title 9-17-3	L	Submit (3) full size copies of the preliminary landscape plan (folded) The following must be shown on the landscape plan:			
		<ul style="list-style-type: none"> • Date, scale, north arrow and title of project 			
		<ul style="list-style-type: none"> • Names, addresses, telephone numbers of the developer and person/firm preparing the plan 			
		<ul style="list-style-type: none"> • Existing boundaries, property lines and dimensions of the lot(s) 			
		<ul style="list-style-type: none"> • Relationship to adjacent properties, streets and private lanes 			
		<ul style="list-style-type: none"> • Easements and right of way lines on or adjacent to the lot(s) 			
		<ul style="list-style-type: none"> • Existing/proposed zoning of the lot(s), and zoning and land use of all adjacent properties 			
		<ul style="list-style-type: none"> • Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high ground water areas, and rock outcroppings 			
		<ul style="list-style-type: none"> • Locations, size, and species of all existing trees on site with trunks four inches (4") or greater in diameter, measured six inches (6") above the ground. Indicate whether tree will be retained or removed. 			
		<ul style="list-style-type: none"> • A statement of how existing healthy trees proposed to be retained will be protected from damage during construction 			
		<ul style="list-style-type: none"> • Existing buildings, structures, planting areas, light poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, storm water detention areas, signs, street furniture, and other manmade elements 			
		<ul style="list-style-type: none"> • Existing and proposed contours for all areas steeper than twenty percent (20%) slope. Berms shall be shown with one foot (1') contours 			
		<ul style="list-style-type: none"> • Sight triangles as defined in section 9-17-6 			
		<ul style="list-style-type: none"> • Show conceptual landscaping with tree locations only and conceptual screening structures 			

√ Title 10-2- 3.D	Elements Required	For Staff Use Only		
		Complete (Date)	Waived	Non- Applicable
	1. Name of subdivision, name and address of the applicant and engineer or surveyor who prepared the plat			
	2. A map of the entire area scheduled for development			
	3. Vicinity map (1/2 mile radius)			
	4. North arrow and scale. (1:40 preferred)			
	5. Metes and bounds description with dimensions of the site.			
	6. Existing and proposed zoning			
	7. Location of existing structures and setbacks from proposed lot lines.			
	8. Location, width, and names of all existing or platted streets or other public ways within or immediately adjacent to the tract, including curbs, sidewalks and swales.			
	9. Lot lines and blocks showing the dimensions and numbers of each			
	10. Contour lines, shown at two foot (2') intervals			
	11. A site report as required by the appropriate health district where individual wells or septic tanks are proposed.			
	12. Any proposed or existing utilities.			
	13. Any dedication to the public and/or easements, together with a statement of location, dimensions and purpose of such.			
	14. Development phases, or stages, if the project will be built over several years			
	15. Proposed street names.			