



# CITY OF EMMETT

## Minor Subdivision (Combined Plat) Application

**PURPOSE:** To provide a simplified procedure for processing minor subdivision (4 lots or less) applications as set forth in Title 10-2-3 of the City Code. The minor subdivision process may not be used when the proposed subdivision is considered a special development (hillside, floodplain, manufactured home, condominium) or when new street dedication or widening is involved.

**COMBINED PLAT FEE (preliminary and final plat):** \$300.00 + \$10.00 per lot

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

√	Subdivision Ordinance Reference	REQUIREMENT	Complete (Date)	Waived	Non-Applicable
	A	Completed and signed Master Public Hearing Application form			
	B	Names/addresses of property owners within 300' of exterior boundaries of proposed subdivision (Prepared by GCDS staff or Assessor's Office)			
	C	Fee			
	10-2-3.C	D			
		1. One copy of preliminary plat (After staff's review the applicant will be informed on how many plats to provide)			
		2. One copy of final plat (After staff's review the applicant will be informed on how many plats to provide)			
		3. One digital copy of plat (.dwg format preferred)			
		4. One 11"X17" copy of the plat			
	10-2-3.C.5	E			
		Proof of Property Interest (warranty deed, earnest money agreement, option to purchase, etc.)			
		F			
		Submit completed copy of Attachment 1			
	10-2-3.D	G			
		Submit the Preliminary Plat elements listed below:			
		1. A map of the entire area scheduled for development			
		2. A vicinity map ½ mile radius			
		3. The land use and existing zoning of the proposed subdivision and the adjacent land			

		4. Streets, street names, rights of way and roadway widths, including adjoining streets or roadways			
		5. Lot lines and blocks showing the dimensions and numbers of each			
		6. Contour lines, shown at two foot (2') intervals			
		7. Any proposed or existing facilities			
		8. A site report as required by the appropriate health district where individual wells or septic tanks are proposed (if applicable)			
		9. A copy of any proposed restrictive covenants and/or deed restrictions			
		10. Any dedications to the public and/or easements, together with a statement of location, dimensions and purpose of such			
		11. A statement as to whether or not a variance will be requested with respect to any provision of this title describing the particular provision, the variance requested and the reasons thereof			
		12. The name of the proposed Subdivision			
		13. The names, addresses and telephone numbers of the subdivider (s), and the engineer or surveyor who prepared the plat			
		14. The name and addresses of all adjoining owners of property whether or not bisected by a public right of way as shown on record in the county assessor's office			
		15. The legal description of the subdivision			
		16. A statement of intended use of the proposed subdivision			
<b>10-2-4</b>	H	Submit the Final Plat elements listed below:			
		1. Three (3) copies of the final engineering construction drawings for streets, water, sewer, sidewalks, irrigation, and other public improvements			
		2. Conformance with the approved preliminary plat and meeting all requirements or conditions thereof			
		3. Conformance with all requirements and provisions of this title			
		4. Conformance with acceptable engineering practices and local standards			

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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 review by the Administrator and a recommendation shall be forwarded to the City Council that the application be approved, approved conditionally or disapproved.
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 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: \_\_\_\_\_

**\*\*FOR OFFICE USE ONLY\*\***

APPLICATION COMPLETION DATE: \_\_\_\_\_ COMMISSION HEARING DATE: \_\_\_\_\_

ATTACHMENT 1  
Minor Subdivision/ Combined Plat

**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: \_\_\_\_\_

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**PUBLIC STREETS AND IMPROVEMENTS**

All streets, curbs, gutters, and sidewalks shall be constructed to Emmett City Standards. No new streets are allowed in a Minor Subdivision. Improvements to existing streets shall follow this standard.

**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

**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.