

APPLICATION FOR FINAL PLAT APPROVAL

City Use:				
FILE NUMBER	DATE	FEE*	CHECK NUMBER	RECEIVED BY

INFORMATION REQUIRED

1. **NAME AND CONTACT INFORMATION OF THE LANDOWNER OR REPRESENTATIVE**

NAME	PHONE
	CELL
ADDRESS	FAX
	E-MAIL

2. **NAME AND CONTACT INFORMATION OF DEVELOPER (IF NOT LANDOWNER OR REPRESENTATIVE)**

NAME	PHONE
	CELL
ADDRESS	FAX
	E-MAIL

3. **NAME AND CONTACT INFORMATION OF THE PERSON PREPARING THE PLAT**

NAME	PHONE
	CELL
ADDRESS	FAX
	E-MAIL

4. **NAME AND PARTICULARS OF THE DEVELOPMENT REPRESENTED IN THE PRELIMINARY PLAT**

NAME	ACREAGE OF DEVELOPMENT
ADDRESS	ACREAGE OF PHASE
LOCATION BY SECTION, TOWNSHIP, AND RANGE, WITH REFERENCE TO SECTION OR QUARTER-SECTION CORNER	

a. The application fee must accompany the application submittal.

(APPLICATION FOR FINAL PLAT APPROVAL)

SIGNATURES REQUIRED

(SEE SUGAR CITY CODE 10-3-5-A -APPENDED TO THIS APPLICATION FORM)

Please sign and date the agreements below.

AGREEMENT TO ALLOW INSPECTION

The applicant or representative hereby grants permission to Sugar City officials to inspect the site described in this application.

Signature

Date

Position

OTHER ATTACHMENTS REQUIRED

(SEE SUGAR CITY CODE 10-3-6 APPENDED TO THIS APPLICATION FORM)

Please prepare and attach the following additional documentation, as applicable.

- | YES | NA (if not applicable, include explanation) | City Code Reference |
|--------------------------|---|---------------------|
| 1. <input type="radio"/> | <input type="radio"/> FINAL PLAT | 10-3-6 |
| 2. | EXPLANATION: | |

COPIES REQUIRED

(SEE SUGAR CITY CODE 10-3-6 -APPENDED TO THIS APPLICATION FORM)

Please include 6 copies of the full application with the application submittal.

FEE REQUIRED

(SEE SUGAR CITY CODE 9-4-3-A APPENDED TO THIS APPLICATION FORM)

Please include a check or money order for \$150, plus \$15 per lot or \$30 per acre – whichever is greater – with the application submittal.

SIGNATURE OF APPLICANT OR REPRESENTATIVE

The applicant or representative has read and understood section 9-4-3-A and 10-3-6 of the Sugar City Code and accepts their conditions. The applicant or representative certifies that information supplied in this application and its attachments is complete and accurate.

Signature

Date

Position

ADMINISTRATIVE
FINAL PLAT CHECKLIST

Required Items:

- Final plat review and report by:
 - City Engineer – wdyer@thedyergroup.com
 - Fire Marshall – dale.pickering@rexburg.org
 - DEQ – lisa.cawley@deq.idaho.gov
 - School District – adunn@sugarsalem.com

- Inspection of and report of all on-site and off-site public improvements.

- Conditions of City Council to be met, if any, on Preliminary Plat approval.
 - _____
 - _____

- County approval of Subdivision and Street names.

- Development Agreement reviewed and approved by City Attorney and City Engineer.

- If improvements are not started or completed, then a Surety Bond is required in the amount of 150 percent of total construction costs.

- Two-year Warranty Bond issued after construction is complete for 25 percent of total construction costs.

- City Council approval for Mayor, City Clerk, and City Engineer to sign plat.

- Recordation of plat.

APPENDIX TO APPLICATION FOR PRELIMINARY PLAT APPROVAL

(EXCERPT FROM SUGAR CITY CODE)

9-4-3:FEES, CHARGES AND EXPENSES:

A. Established: The City Council shall establish a schedule of fees and collection procedure for permits, appeals, variances, plat approvals and all other matters pertaining to the administration and enforcement of this Title which require investigation, inspection, legal advertising, postage and/or other expenses.

10-3-5: PRELIMINARY PLAT APPLICATION:

A. Contents of Preliminary Plat Application: The word "preliminary" is used according to standard practice. Nevertheless, it should be understood that, except for final survey data and certifications, a preliminary plat application is essentially complete with regard to developing the subdivision. Contents of the application include, as applicable:

1. A completed application form for preliminary plat.
2. Existing Conditions Summary:
 - a. Vicinity map (may have a scale up to 1" = 800') showing the subdivision in relation to roads and streets with their classifications and in relation to any adjacent subdivision with its name, book, and page number.
 - b. Tract map showing existing conditions:
 1. Boundaries of the tract to be subdivided, with dimensions and acreages.
 2. Contour intervals indicating drainage characteristics of the land.
 3. Location of all water features, direction of flow, areas subject to inundation, and areas of flood plain.
 4. Other special conditions (see chapter 10-5).
 5. Within or adjacent to the tract: locations, widths, names, and classifications of streets, railroads, rights of way, easements, public areas, structures to remain after development (including water wells), and city boundaries.
 6. Other infrastructure.
 7. Zoning classifications of all portions of the tract,
 - c. Names and addresses of owners of land that lies within 300 feet of the subdivision.
3. Master Plan of the Subdivision (per IC 50-1302):

- a. The portion of the entire tract that is intended for subdivision.
 - b. Street layout with locations, widths, and names of streets, alleys, pedestrian ways, easements, and connections to adjacent streets and/or tracts.
 - c. Total number of lots in the subdivision and in each of its phases; each lot with its boundaries, dimensions, area, and number in accordance with this code and the Idaho Code.
 - d. Intended use of lots and zone changes desired.
 - e. Location, width, and use of easements.
 - f. Land to be reserved for public use, with the use named and whether the land is intended for dedication.
 - g. Land intended for public or quasi-public facilities, with the use named and whether or not the land is intended for dedication.
 - h. Description of hazardous or unusual features of development, such as hillside or flood plain, planned unit development, cemetery, or manufactured buildings (see chapter 10-5).
 - i. Plan for phased development, if applicable.
 - j. Infrastructure not elsewhere specified.
 - k. A draft of restrictive covenants.
 - l. Other features or factors relevant to consideration of the application.
4. Utility Services Plan:
- a. Summary of utility services to be provided by public utility companies or by the city.
 - b. Design and operation of sanitary sewage facilities.
 - c. Design, operation, volume, and quality of water facilities and supply (see IC 50-1334).
 - d. Design and operation of system for storm water and other drainage.
 - e. Design and operation of common pressurized irrigation system.
 - f. Summary of data relevant to District 7 Health Department and the Soil Conservation Service.
5. An impact study including, but not limited to: transportation and traffic; water, drainage, and sanitary sewer; city services; natural, environmental, and historical features; and demographic and commercial factors. Requirements for the impact study are related to the size of the subdivision and land uses in it.
6. A draft development agreement, submitted in both electronic and hard copy formats. The draft shall address the master plan and/or development phase or phases, as applicable.