

APPLICATION FOR PRELIMINARY PLAT APPROVAL

CITY USE				
FILE NUMBER	DATE	FEE ^a	CHECK NUMBER	RECEIVED BY

INFORMATION REQUIRED

1. NAME AND CONTACT INFORMATION OF THE LANDOWNER OR REPRESENTATIVE

NAME	PHONE
ADDRESS	CELL
	FAX
	E-MAIL

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

NAME	PHONE
ADDRESS	CELL
	FAX
	E-MAIL

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

NAME	PHONE
ADDRESS	CELL
	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 PRELIMINARY 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^a

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

Signature _____

Date _____

Position _____

AGREEMENT TO PROVIDE MAILING LABELS^b

The applicant or representative hereby agrees to provide two sets of mailing labels with the names and addresses of owners of land within 300 feet of the property described in the preliminary plat. *The two sets of labels must accompany the application submittal.*

Signature _____

Date _____

Position _____

OTHER ATTACHMENTS REQUIRED

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

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

	YES	N/A (if not applicable, include explanation)	City Code Reference
1.	<input type="radio"/>	<input type="radio"/> EXISTING CONDITIONS SUMMARY	10-3-5-A-2
2.	<input type="radio"/>	<input type="radio"/> MASTER PLAN OF THE SUBDIVISION	10-3-5-A-3
3.	<input type="radio"/>	<input type="radio"/> UTILITY SERVICES PLAN	10-3-5-A-4
4.	<input type="radio"/>	<input type="radio"/> IMPACT STUDY	10-3-5-A-5
5.	<input type="radio"/>	<input type="radio"/> DRAFT DEVELOPMENT AGREEMENT	10-3-5-A-6
6.	EXPLANATION:		

a. See 10-3-5-A of the Sugar City Code.

b. See 10-3-5-A-2-C of the Sugar City Code. Mailing labels must accompany the application submittal.

COPIES REQUIRED

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

Please include 26 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 \$250, plus \$4 per lot or \$8 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 10-3-5-A 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

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.



January 16, 2018

Sugar City Planning and Development
PO Box 56
Sugar City, ID 83448

Dear Sir or Madam:

A letter was issued in April 2017 on behalf of the United States Postal Service (USPS) concerning establishment of mail delivery. I would like to reiterate the information provided at that time. It is regarding establishing mail delivery to new business and/or residential developments. In light of today's changing mail mix, there are new and convenient ways to receive mail and packages that enhance customer convenience.

In April of 2012 the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service Network. Consistent with existing Postal Operations Manual (POM) regulations regarding growth and extensions of delivery, the USPS has determined that Delivery and Collection Box Units (NDCBUs) or simply Cluster Box Units (CBUs), will be the approved method of delivery for new developments.

The purchase and installation of these units are the responsibility of the developer, contractor, homeowners association or homeowner. CBUs are available in various styles, and the developer may customize the surroundings to compliment the local architecture. With CBUs, customers enjoy greater mail security because each unit has its own key. Convenience is increased because regular collection of outgoing mail is made. It is also the most efficient and cost effective mode of delivery for the Postal Service.

The USPS recognizes the interest builders have in controlling site plans and, just as with other public service, the USPS will work to meet the requirements of the builders and local planning administrators. The USPS will work with builders and developers to determine the best placement of CBUs for new developments prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and customer travel. The USPS will take into consideration safety, reliability, cost and efficiency for our carriers and the public.

We advise developers, contractors and homeowners to contact the local postmaster in the early planning stages of community development, redesign or new home construction to ensure that all options are provided to them and that mailboxes are installed in an approved location. Meeting early will help avoid potential service problems or disruptions.

We ask that you provide a copy of this letter when issuing building permits.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Fratto", written over a horizontal line.

Jeff Fratto