



# Subdivision Preliminary Plat Application

City of New Plymouth  
301 N Plymouth Ave/PO Box 158  
New Plymouth, Idaho 83655  
Phone : (208)278-5338 Fax: (208)573-5330

Danielle Painter, Zoning Administrator  
[clerk@npidaho.com](mailto:clerk@npidaho.com)

Alishia Elliott, Secretary  
[deputyclerk@npidaho.com](mailto:deputyclerk@npidaho.com)

Residential  Commercial  Industrial

APPLICANT: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### FILING CAPACITY:

- Recorded property owner as of \_\_\_\_\_ (Date)
- Purchasing as of \_\_\_\_\_ (Date)
- Leasing property as of \_\_\_\_\_ (Date)
- Authorized agent of any of the foregoing, duly authorized in writing.

(Written authorization must be attached.)

#### ENGINEER/ARCHITECT:

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

LEGAL DESCRIPTION: (Attach if necessary)

---

---

---

---

---

**SUBDIVISION FEATURES:**

Name of Subdivision: \_\_\_\_\_

Total Area: \_\_\_\_\_ acres. Number of Lots: \_\_\_\_\_ (excluding common lots)

Adjacent Land in Same Ownership: \_\_\_\_\_ acres.

Minimum Lot Data: (excluding common lots)

Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

**ZONING:**

Present: \_\_\_\_\_ Proposed: \_\_\_\_\_

**LAND USE:**

Present: \_\_\_\_\_ Proposed: \_\_\_\_\_

Will Development be Completed in Phases? Yes  No  How Many Phases? \_\_\_\_\_

**RESIDENTIAL PROJECT SUMMARY: (if applicable)**

Number of: Residential Units \_\_\_\_\_ Building Lots \_\_\_\_\_ Common Lots \_\_\_\_\_

Proposed Number of Dwelling Units: (multi-family developments only) \_\_\_\_\_

Type of Dwelling(s) Proposed:

Single Family Detached  Single Family Attached  Townhomes

Duplexes  Multi-Family  Other

Gross Density: (DU/acre-total land): \_\_\_\_\_

Percentage of Open Space Provided: \_\_\_\_\_ Acreage of Open Space: \_\_\_\_\_

Type of Open Space Provided in Acres: (i.e., landscaping, public, common, etc.) \_\_\_\_\_

---

---

Amenities Provided With This Development: (if applicable) \_\_\_\_\_

---

---

**COMMERCIAL/INDUSTRIAL PROJECT SUMMARY: (if applicable)**

Number of Building Lots: \_\_\_\_\_ Gross Floor Area: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Hours of Operation (days and hours): \_\_\_\_\_

Building Height: \_\_\_\_\_ Total Number of Parking Spaces Provided: \_\_\_\_\_

Percentage of Site/Project Devoted to: Landscaping \_\_\_\_\_ Buildings \_\_\_\_\_

**FEES:**

Application Fee \$25.00

Pursuant to Resolution 2018-05 (adopted 7-16-18), the applicant is responsible for all city engineer reviews and will be billed for costs incurred. This application will not be reviewed until all fees are paid in full and all required materials are received.

I hereby certify that all information is prepared to the best of my ability and knowledge. I request that this application be processed for consideration as a preliminary subdivision.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRELIMINARY PLAT APPLICATION CHECKLIST**

- Completed application and fees.
- Review by Agencies: The owner shall transmit one copy each of the preliminary plat to the required agencies for review and recommendations and may request recommendations from such other agencies as he may deem necessary. New Plymouth Municipal code 12-3-3 (E)
- One 8 ½" x 11" copy and one 11" x 17" copy of preliminary plat.
- Vicinity Map included on title sheet or one 8 ½" x 11" copy.
- Five (5) copies of Traffic Impact Study (if required).
- Brief narrative describing project.
- Legal description of subdivision stamped and signed by land surveyor.
- Request for variances.
- Warranty deed.
- Two (2) copies of preliminary sanitary sewer profile designs.

**Commercial and Industrial Plats**

- Five (5) copies of preliminary landscape plan.
- Five (5) copies of preliminary parking and loading plan.

## **VICINITY MAP**

The vicinity map must be drawn at a scale not less than 1000 feet to the inch (1000'=1") unless approved by the city engineer and zoning administrator. Show the following features within one-half (1/2) mile of the exterior boundary of the proposed subdivision:

- Scale, north arrow and date.
- Name of the proposed subdivision.
- Show the following features within one-half (1/2) mile of the exterior boundary of the proposed subdivision: names, right of way widths of proposed and existing public highways, arterial and collector roads, city limits, government section lines.
- Named rivers, streams, drainages and canals.
- If existing streets are not within 500', provide written description to the nearest street.

## **PRELIMINARY PLAT**

The preliminary plat must be prepared by a PE or PLS and sealed/signed accordingly. The preliminary plat must be drawn on a twenty-four inch by thirty-six inch (24" x 36") sheet size and at a scale of not less than 100 feet to the inch (100'=1"), except that it may be smaller by approval of the city engineer and zoning administrator. Include the following:

- The scale, north point, date, township, range, section and quarter section.
- The name of proposed subdivision.
- The name and address of the owner of record, the subdivider and engineer, surveyor preparing the plat.
- The names, with locations of intersecting boundary lines of adjoining subdivisions, and the location of the city limits if falling within or immediately adjoining the tract.
- The land contours with appropriate vertical intervals referenced to datum and at intervals acceptable to the engineer, however, where authorized by the engineer, contour data may be provided in form of spot elevations at street intersections and in drainage channels.
- The location of existing buildings, water bodies or courses, and the location of dedicated streets at the point where they adjoin and/or are immediately adjacent to; provided that actual measured distance shall not be required.
- The boundaries of the tract, as determined by a legal survey area of the tract, the proposed location, right of way width and pavement width of streets and alleys, the proposed locations and width of easements, proposed lot lines, the radius of all curves and approximate lot dimensions.
- The existing zoning boundary lines defining the proposed use of all portions of the subdivisions.

- The proposed street names and system of consecutively numbering lots and blocks.
- The locations, approximate size and proposed use of all land intended to be dedicated for public use or reserved for the use of all property owners within the proposed subdivision.
- The locations of sanitary and storm sewers, irrigation lines and facilities, water mains, culverts and other surface and subsurface structures existing within or immediately adjacent to the proposed subdivision; and the locations, layout type of any proposed water mains and storage facilities, sanitary mains and laterals, storm sewers, irrigation lines and facilities, culverts and drainage structures, street improvements and any other proposed utilities.
- The location of all drainage structures and the proposed method of disposing of all runoff from the proposed subdivision, and the location of all drainage easements relating thereof, whether they are located within or outside the proposed plat.
- Stub streets to provide access to adjacent undeveloped land or existing roadways.
- A dimensioned cross section of the proposed roadway (street width, curb type, sidewalk, etc.).
- Show dimensions of existing and proposed easements.
- Show existing private or public wells within 100' of the boundary