



**PRELIMINARY PLAT STANDARD SUBDIVISION  
CHECKLIST**

**PURPOSE:** To provide an orderly and expeditious process for applications for subdivision permits for Standard Subdivisions in accordance with the Gem County Subdivision Ordinance. The Standard Subdivision process is used for all subdivisions creating 5 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:** \$1715.00 + \$10 per lot (MAKE CHECK PAYABLE TO GEM COUNTY)

**COUNTY ENGINEER DEPOSIT:** \$1800.00 + \$20.00 per lot (MAKE CHECK PAYABLE TO KELLER ASSOCIATES)

The applicant is responsible to pay any additional County Engineer fees that are associated with the application that are not covered by the deposit.

				Staff Use Only		
√	Subdivision Ordinance Reference	A	REQUIREMENT	Complete (Date)	Waived	Non-Applicable
	3-6	A	Completed and signed Master Public Hearing Application form			
		B	Completed and signed Neighborhood Meeting form			
		C	Names/addresses of property owners within 300' of exterior boundaries of proposed subdivision (Prepared by GCDS staff or Assessor's Office)			
		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 preferred)			
			3. One 11"X17" copy of the plat			
	Table 3-1	E	Submit the elements listed in Table 3-1, "Subdivision Plan Elements" (Refer to attached checklist.)			
	Table 3-2	F	Submit the elements listed in Table 3-2, "Preliminary Construction Plan Elements" (Refer to attached checklist.)			
			a. Licensed Civil Engineer stamp on plans			
		G	Water Rights Statement: Applicant must submit statement demonstrating how subject proposal will comply with ID Code 31-3805 (Delivery of Water) <b>The Administrator will not waive this item unless:</b>			

			<p><b>a. The parcel lies outside the boundaries of an irrigation district and you submit a letter stating that no surface water rights are assigned to the parcel; or</b></p> <p><b>The parcel lies within an irrigation district and you submit a letter from the district confirming the property has no surface water rights.</b></p>			
			1. Address water quantity adequacy to meet proposed agricultural, domestic and landscape needs or if additional rights will be sought			
			2. Address existing surface or groundwater rights			
	<b>1-12</b>	H	Request for Exception (if applicable). This statement must comply with Section 1-12 of Subdivision Ordinance.			
		I	Proof of Ownership. Attach a copy of your property deed, option agreement or title report.			
		J	Private Road application If a private road is being proposed as part of the subdivision application, a Private Road Name application must be filed at the same time as the subdivision. This is required even if there is an existing 40-foot easement but there is no private road approval on file in the Development Services Department.			
		K	(Staff only) – Verify “Notice to Proceed”			

TABLE 3-1

SUBDIVISION PLAN (PRELIMINARY PLAT) ELEMENTS  
STANDARD SUBDIVISION

√	Elements Required	For Staff Use Only		
		Complete (Date)	Waived	Non-Applicable
	1. Name of subdivision, name and address of the applicant.			
	2. A vicinity map.			
	3. Existing/proposed zoning.			
	4. North arrow and scale. (1:40 preferred)			
	5. Metes and bounds description with dimensions of the site.			
	6. Acreage of the tract to the nearest tenth of an acre.			
	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. Location, sizes, elevations, and slopes of <u>existing</u> sewers and/or septic, water mains and/or wells, culverts, and other underground structures within the tract and adjacent thereto.			
	10. Location and size of <u>proposed</u> sewer lines and/or septic systems and water mains and/or wells.			
	11. Location of existing and proposed streetlights.			
	12. All proposed streets (private and public). Show right-of-way width, sections, curbs, swales, and sidewalks.			
	13. Location, dimensions, and area of all parcels of land to be set aside for parks, pathways, open space, or other public use or for the use of property owners in the subdivision			
	14. Location, and size of proposed lots.			
	15. Any existing or proposed easements and right-of-way dedications.			
	16. Development phases, or stages, if the project will be built over several years.			
	17. Existing vegetation on the property (trees over 4" caliper and significant vegetation).			
	18. Streams, watercourses, wetlands, or floodplains.			
	19. Proposed street names.			
	20. Topography shall be shown at an appropriate contour interval. Contour lines shall be shown at minimum of 300 feet beyond the proposed boundary lines. Slopes of over 5 percent shall be shown in 5-foot intervals.			
	21. Data table showing number of lots, amount of open space, density in lots per acre, and average lot size.			
	22. Natural site drainage patterns and proposed modifications and/or handling of post-construction drainage.			

TABLE 3-2

PRELIMINARY CONSTRUCTION PLAN ELEMENTS  
STANDARD SUBDIVISION

√	ELEMENTS REQUIRED	For Staff Use Only		
		Completed	Waived	Non-Applicable
	1. Proposed preliminary utility infrastructure plans, including sewer, septic, water, and storm water			
	2. Soil erosion and sediment control plan if required by the County Engineer.			
	3. Street and paving cross-sections. Indicate slopes in excess of 5 percent.			
	4. Proposed street names.			
	5. Street lighting plans.			
	6. Pedestrian circulation plans (if less than 5-acre lots)			
	7. Preliminary right-of-way landscape plan			
	8. Traffic studies, if required by the County Engineer <sup>2</sup>			
	9. Areas of cuts or fills of more than 4 feet.			
	10. Fire suppression systems (i.e. tanks, hydrants, etc)			