



PLAN REVIEW APPLICATION

OFFICE USE ONLY

Date Rec'd:

Fee Paid:

Staff Reviewer:

Application #:

APPLICANT INFORMATION

Project Name:

Owner:

Phone:

Email:

Mailing Address:

Representative:

Phone:

Email:

Mailing Address:

Engineer:

Phone:

Email:

Mailing Address:

Architect:

Phone:

Email:

Mailing Address:

Site Location:

Parcel #:

Legal description must be provided in a Word document.

SUBDIVISION INFORMATION (Will be presented to Planning + Zoning and City Council)

Subdivision Area (Acreage):

Residential:

Commercial:

Current Zone:

Requested Zone:

Preliminary Plat: \$800

Final Plat: \$500

Development Agreement: \$1,100

Plat Amendment: \$475

PUD: Fee based on cost of reviewing and processing the PUD application

DEVELOPMENT AND SITE PLAN REVIEW (3 reviews included in fee)

Site Plan Review: 1 2 3 Commercial \$400 1 2 3 Multi-Family \$400 1 2 3 Residential \$400

Improvement Drawings and Utilities Review: \$400

Flood Plain Project Review: \$775

Additional Reviews: \$150

CHANGES/AMENDMENTS/ANNEXATIONS (Require Noticing)

Comprehensive Plan Change: \$785

Zoning Code Revision: \$550

Zone Change Request: \$550

Residential Annexation: \$1,200

Commercial Annexation: \$1,200

Conditional Use Permit: \$500

Variance: \$400

Vacation: \$675

NOTICING

Admin/Publication: \$210

Mailing: \$2.00 per mailed piece

OTHER PERMITS/APPLICATIONS

Sign: \$100

Zoning Verification Request: \$125

Appeal: \$150

Development Agreement Amendment: \$540

PLAN REVIEW APPLICATION CERTIFICATE OF COMPLETENESS

Project Name:	Received on:
Reviewed by:	Date:

COMPLETED APPLICATION SHALL CONTAIN (Check all that apply):

- Completed Plan Review Application Form
- Legal Description of location in a Word document
- All fees for current application
- Description of project in 300 words or less
- Plans prepared by Licensed Idaho Engineer (if applicable)
- Preliminary Plat pursuant to City Ordinance 10-29-7 (see attached)
- Final Plat pursuant to City Ordinance 10-29-8 (see attached)
- Site Plan Requirements pursuant to 10-29-13 (see attached)
- Conditional Use Permit pursuant to 10-27-3 – Public Hearing Required
- Planned Unit Development (PUD) pursuant to 10-27-4 - No Public Hearing Required Preliminary and Final Plat will be required
- Comprehensive Plan Change pursuant to 10-4 – Public Hearing Required
- Zoning Code Revision 10-4 Public Hearing Required
- Zone Change Request 10-4 Public Hearing Required
- Residential Annexation 10-4-4 Idaho State Code 50-222
- Commercial Annexation 10-4-4 Idaho State Code 50-222
- Amended Plats pursuant to 10-29-11

CITY OF AMMON

PRELIMINARY PLAT SUBMISSION REQUIREMENTS

The following list must be complete BEFORE a meeting date will be assigned: (deadline for submission is 10 days prior to the scheduled meeting). **Some preliminary plats require a public hearing prior to approval. Check with the Planning and Zoning Department prior to making submissions.**

HARDCOPY FORM:

- Plan Review Application
- Letter of request for action should include a description of the project in 300 words (or less). This must be signed by property owner or by a firm stating they are representing the owner of record.
- Proof of Property Ownership – Warranty Deed or County Issued Parcel Information
- 1- 24" X 36" preliminary plat layout (paper)

Preliminary plat must comply with section 10-29-7 of Title X, City of Ammon Codified Ordinances. This section is available on line at www.cityofammon.us

ELECTRONIC FORM:

- Plan Review Application
- Proof of Property Ownership – Warranty Deed or County Issued Parcel Information
- Letter of request for action on the preliminary plat.
- Legal description of property (must be a **word document**).
- Preliminary plat layout subject to 10-29-7.

Incomplete submissions may be rejected until complete documentation is received.

10-29-7: PRELIMINARY PLAT REQUIREMENTS: In seeking to subdivide land into building lots and to dedicate streets, alleys or other land for public use there shall be one scaled drawing submitted to the Planning and Zoning Director a minimum of 24" X 36" and 11" X 17" copies in the number directed by the Zoning Director. In addition all submittals shall also be submitted in electronic form. The preliminary plat shall be submitted at least ten (10) days before a Planning Commission meeting date. The Planning Commission shall review the application within ten (10) days from the first meeting at which the plan was formally presented unless an extension of time is agreed to by the subdivider. Prior to making a decision on the proposed preliminary plat the Planning Commission shall determine if a public hearing should be required for the proposed preliminary plat request. If the Planning Commission determines a hearing should be held, there shall be a hearing scheduled for the next available hearing date before the Planning Commission. Final approval of preliminary plats shall be by the City Council.

Any preliminary plat containing more than three (3) lots shall be submitted to the Planning Director at least fifteen (15) days prior to the deadline for submission of such plat to the Planning and Zoning Commission. The Planning Director shall submit the drawing for review by the City Engineer, Fire Chief, Building Official and Planning Director. Said review shall provide the developer with any issues needing to be addressed prior to a submission to the Planning Commission. Changes required by the staff review shall be reflected on the submitted preliminary plat.

The preliminary plat so prepared by the subdivider and formally filed with the Planning Director shall contain the following information.

- (A) The proposed name of the subdivision.
- (B) The location of the subdivision as forming a part of some larger tract or parcel of land referred to in the records of the County Recorder.
- (C) A vicinity map showing a radius of one-half (1/2) mile around the proposed development shall be provided. All existing roadways shall be shown, with names on the vicinity map.
- (D) A contour map at appropriate contour intervals to show the general topography of the tract.
- (E) The boundary lines of the tract to be subdivided shall be accurate in scale and bearing.
- (F) The location, widths and other dimensions of all existing or platted streets shall be shown on the preliminary plat. In addition, important features within one hundred (100) feet and contiguous to the tract to be subdivided and recorded as a legal document shall be shown on the preliminary plat. Examples of those features include but are not limited to railroad lines, water courses, easements and exceptional topography.
- (G) The approximate location of existing sanitary sewers, storm drains, water supply mains, fire hydrants, and culverts within the tract and immediately adjacent thereto.
- (H) The location, widths, and other dimensions of proposed streets, alleys, easements, parks, lots, and other open spaces.
- (I) All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated.

- (J) North point, scales, and dates.
- (K) The zoning requested for each area, if not already zoned.
- (L) The following items shall be printed on the preliminary plat:
 - 1. Density of subdivision in living units
 - 2. number of lots within the division
 - 3. average size of lots within the division
 - 4. total size of plat (in acres)
 - 5. A signature line showing approval date shall be provided for the Planning Director.
- (M) Mitigation of the impact of development on public facilities should be considered at this stage. Recommendations from staff and the Planning and Zoning Commission shall be directed to the City Council for consideration.
 - 1. Written record of staff and the Planning and Zoning Commission recommendations for mitigation shall be included in the staff presentation to the City Council for each preliminary plat presentation.
 - 2. Written record of the decision and motion of the City Council requirements for mitigation shall be incorporated into an annexation or development agreement prior to the final platting stage of said development.

The preliminary plat shall be drawn to a scale not smaller than one (1) inch to one hundred (100) feet. One (1) copy of the approved preliminary plat will be kept on file for public examination at the office of the Planning Director. Such approval of the preliminary plat shall be valid for a period of one (1) calendar year only.

CITY OF AMMON FINAL PLAT SUBMISSION REQUIREMENTS

The following list must be complete BEFORE a meeting date will be assigned: (deadline for submission is 10 days prior to the scheduled meeting).

HARDCOPY FORM:

- Signed copy of requested action by current property owner and signature.
- Once approved a paper shall be submitted for recording (see below)

Final plat must comply with section 10-29-8 of Title 10, City of Ammon Codified Ordinances. This section is available on line at www.cityofammon.us

ELECTRONIC FORM:

- Plan Review Application (attached).
- Copy of Approved preliminary plat (when applicable)
- Legal description of property (must be in word form).
- Final plat layout subject to 10-29-8.

Prior to retaining final signatures for final plat recording the following items must be completed:

- Development agreement signed.
- Any applicable frontages fees must be paid.
- Signed Water Access Agreements when applicable.
- Any applicable payments required by the development/annexation agreement must be paid.

Prior to issuance of building permits on approved final plat the following items must be completed:

- 18" X 27" paper for recording received by the City of Ammon Planning department for processing.
- Recording of final plat. The City records all City plats. A recording fee of \$11.00 is due at the time of submission of the paper with all required signatures. A check made payable to Bonneville County for the recording shall be submitted at the same time as the paper. There is a required three (3) paper minimum, one (1) for the City and two (2) for Bonneville County.
- All infrastructure must be installed and approved by the City or a Guarantee of Completion pursuant to City Code 10-29-15 must be in place.

Incomplete submissions may be rejected until complete documentation is received.

10-29-8: REQUIREMENTS OF THE FINAL PLAT: The final plat must be submitted to the Planning Commission for final review within one (1) year after the approval of the preliminary plat, and no plat shall be recorded or offered for record nor shall any land be recorded or offered for sale with reference to such plat until said plat has been duly approved as indicated in Section 10-29-3 of this chapter.

Final approval of the plat shall be secured from the Board of Adjustment; otherwise, the subdivider will be duly notified of its rejection by said body. The final plat must be recorded within twelve (12) months of approval by the Board of Adjustment, or it shall expire. The Planning Commission must review the final plat. The final plat shall be submitted at least ten (10) days before a Planning Commission meeting date. The Planning Commission shall review the application within ten (10) days from the first meeting at which the plan was formally presented unless an extension of time is agreed to by the subdivider.

The plat sheet must be prepared in accordance with the Idaho Code. One (1) copy for the Engineering Department will be prepared as outlined below.

Two (2) prints, shall be submitted to the Planning Commission for its review. If approved, the prints shall have endorsed thereon the required approvals. Upon final approval the subdivider will take the drawings to the County Recorder and return the prints for the City to the Planning Director and the County Recorder shall have attested the content on the print for the City to be the same that has been recorded with the County.

The size of the print to be filed with the Engineer shall be **twenty-two (22) inches by thirty-four (34) inches and the border line of the plat shall be drawn in heavy lines, leaving a space of at least one and one-half (1-1/2) inch margin on the left-hand side of the sheet for binding, and not less than a one-half (1/2) inch margin in from the outside or trim line around the other three (3) sides or edges of the sheet. The plat shall be so drawn that the top of the sheet either faces north or west, preferably north, whichever accommodates the drawing best. The actual map drawn shall be made on a scale not smaller than one hundred (100) feet to one (1) inch and shall clearly show all details; and the workmanship on the finished drawing shall be neat, clean-cut and readable. In addition one copy (11" X 17") copy of the recorded final plat will be submitted with the engineer's copies. All recorded final plats must be submitted in PDF form to the City Planning Director.**

The following information shall be contained upon the drawing to be filed with the Engineer:

- (A) The name and general location of the subdivision in bold letters at the top of the sheet. The name of the subdivision must not bear the name of any other town or addition in the County.
- (B) The north point and scale of the plat.
- (C) The boundaries must be accurately drawn, showing the proper bearings and dimensions of all boundary lines of the subdivision. These lines should be slightly heavier than street and lot lines.

- (D) The names, widths, lengths, bearings, and curve data on center lines of proposed streets, alleys, and easements desired or necessary; also, the boundaries, bearings, and dimensions of all portions within the subdivision as intended to be dedicated to the use of the public. The sizes, lines, dimensions, bearings, and number of all lots, blocks, and/or parts reserved for any reason within the subdivision.
- (E) The widths and names of abutting streets and alleys, and the names and boundaries of all subdivisions which have been previously recorded and adjacent thereto, must be shown upon the plat offered for record. These adjacent subdivisions will be shown in dotted lines to show their relationship to the plat offered for record. If adjoining land is unplatted, it should be indicated as such.
- (F) All linear dimensions shall be calculated to the nearest one-hundredth (.01) of a foot, and all bearings shall be calculated to the nearest ten (10) seconds of arc, except on the boundaries where the bearings may be shown to the nearest one (1) second. All curves shall be defined by the radius, central angle, tangent, arc, and chord distances. The description and location of all monuments shall be shown. Monuments of iron pipe, stone, or concrete shall be set at tangent points or points of curves of street intersections on property lines, at alley intersections and at such other points as may be necessary to make the retracing of the lines as shown on the final plat reasonably convenient. No plat showing a plus or minus distance will be accepted unless agreed to by the Engineer.
- (G) A definite tie between not less than two (2) prominent points shall be shown between the exterior boundary of the subdivision and the section corner and quarter corner system of the County as established by the United States Government and supplemented by the County, indicated either by bearing and distance or by rectangular coordinates. The said tie may be made to a line of a county plat, or a plat of a neighboring subdivision, which conforms to the above requirement.
- (H) All lots shall be numbered by progressive numbers in each block separately; blocks shall also be numbered.
- (I) Upon the print, the required forms shall be letter for the following: Registered Professional Engineer and/or Land Surveyor's "Certificate of Survey"; owner's dedication certificate with notary public's acknowledgment; the approval of the Mayor and Council attested by the Clerk; approval by the Attorney, the Engineer, and the Planning Commission.
- (J) The following items shall be printed on the final plat:
1. Density of subdivision in living units
 2. number of lots within the division
 3. average size of lots within the division
 4. total size of plat (in acres)

(K) The following items shall accompany the final plat application:

Prior to Planning and Zoning Approval:

1. A vicinity map showing a radius of one-half (1/2) mile around the proposed development. All existing roadways shall be shown with names on the vicinity map.
2. A copy of the proposed final plat indicating the zoning on each lot within the final plat. This copy shall be a separate document from the proposed final plat itself.

Prior to Board of Adjustment Approval:

1. Copies of any private restrictions proposed to be recorded for the purpose of providing regulations governing the use, building lines, open spaces, or other aspects of development and use.
2. Copies and signatures showing approval of the sewer by the City of Idaho Falls.
3. Final plat and improvement drawings recorded in digital form.

All dimensions, both linear and angular are to be staked in the field by an accurate control survey which must balance and close within a limit of one (1) in ten thousand (10,000).

The final print shall be signed separately by all parties duly authorized and required to sign.

CITY OF AMMON SITE PLAN SUBMISSION REQUIREMENTS

All site plans shall be drawn to include the required signature lines and legends approved by the City of Ammon. Templates are available upon request to the City Planner. Deadline for submission is five (5) days prior to the scheduled meeting. All site plans shall include the following:

- All commercial site plans shall be stamped by a professional engineer (PE).
- Submit an electronic PDF printable size 24" x 36" for review.** Final submission should be on a clean, legible, reproducible 24" x 36" mylar sheet. EMAIL SUBMISSION: cdonovan@cityofammon.us
- Street names.
- Legal description and Address of the proposed building site. Contact 612-4021 for addresses.
- North arrow.
- Scale of drawing (1" = 100' or 1" = 20' for legibility).
- Street and alley right-of-way
- Utility easements.
- Building dimensions.
- Distances from building to rights-of-way, easements and lot lines.
- Existing and proposed public improvements. Show all utilities and services including size. If none required, state on site plan.
- Landscaping layout with dimensions. Owner is responsible for retaining on-site storm water.
- Parking area layout with dimensions.
- Existing and proposed access points.
- Storm drainage from the roof and parking lot areas.
- Garbage dumpster location. Must be designed enclosure minimum size as follows:
 - Single Dumpster – 12'W X 12'D, Two Dumpster – 20'W X 12'D (**inside dimensions**).
- All existing or proposed fire hydrant locations within 1000' of development or distance in feet to nearest hydrant. All new hydrants must be factory painted RED and include a STORZ connection (Kocheck Co., Inc Model #SZMC5045-3-Y).
- Existing and proposed public and private signs.
- Building construction type (IBC) and **total square footage**.
- Type of use to occupy building.
- Vicinity map showing location of property in relationship to adjacent properties.
- Location of water meter in building mechanical room.
- Size of water supply to building.
- FDC (Fire Department Connection) for fire sprinklers (where applicable)
- Fiber Duct shall be shown from the boundary of the property up to the connection point of the building.
 - The City recommends that all builders work directly with the Broadband Department in determining the most efficient and accessible point of connection.
- As needed the Bonneville County Sheriff's Department (Ammon Division) shall be included in review for safety issues. IE Parking lot lighting, etc.

As a separate sheet submitted with the site plan shall contain the "Storm Water Pollution Prevention Plan" and Notice of Intent as submitted to EPA.

Site plan will not receive final approval without the SWPPP document.