



PLAN REVIEW APPLICATION

OFFICE USE ONLY

Date Rec'd:
 Fee Paid:
 Invoice #:
 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 (Presented to Planning + Zoning and City Council) (10-347-133)

Subdivision Area (Acreage):	<input type="checkbox"/> Residential:	<input type="checkbox"/> Commercial:
Current Zone:	<input type="checkbox"/> Requested Zone:	
<input type="checkbox"/> Preliminary Plat: \$960	<input type="checkbox"/> Final Plat: \$600	
<input type="checkbox"/> Master Plan or Plat Amendment: \$575		
<input type="checkbox"/> PUD: Fee based on cost of reviewing and processing the PUD application		

DEVELOPMENT AND SITE PLAN REVIEW (3 reviews included in fee) (10-347-132)

<input type="checkbox"/> Site Plan Review: 1 2 3 Commercial \$540 1 2 3 Multi-Family \$400 1 2 3 Residential \$400	
<input type="checkbox"/> Pre-Application Review \$150 + \$150/hour after initial hour	
<input type="checkbox"/> Standard Development Agreement: \$1,320	<input type="checkbox"/> Conditional Rezone Agreement: \$1,320
<input type="checkbox"/> Development Agreement Amendment: \$540 (10-347-135)	
<input type="checkbox"/> Improvement Drawings and Utilities Review: \$600 (10-347-136)	
<input type="checkbox"/> Subdivision Acceptance Review: \$400 (10-347-138)	
<input type="checkbox"/> Flood Plain Project Review: \$775 (10-347-115)	<input type="checkbox"/> Additional Reviews: \$150

CHANGES/AMENDMENTS/ANNEXATIONS (Require Noticing) (10-347-135)

<input type="checkbox"/> Comprehensive Plan Change: \$785	<input type="checkbox"/> Zoning Code Revision: \$550
<input type="checkbox"/> Zone Change Request: \$550	<input type="checkbox"/> Residential Annexation: \$1,200
<input type="checkbox"/> Annexation over ten (10) acres: \$2,400	<input type="checkbox"/> Commercial Annexation: \$1,200

NOTICING

<input type="checkbox"/> Admin/Publication: \$325 (10-347-117)	<input type="checkbox"/> Mailing: \$2.75 per mailed piece (10-347-110)
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OTHER PERMITS/APPLICATIONS (10-347-134)

<input type="checkbox"/> Design Review: \$400	<input type="checkbox"/> Sign: \$100
<input type="checkbox"/> Conditional Use Permit: \$500	<input type="checkbox"/> Variance: \$400
<input type="checkbox"/> Appeal: \$150	<input type="checkbox"/> Vacation: \$675
<input type="checkbox"/> Zoning Verification Request: \$125	<input type="checkbox"/> Lighting District: \$1,100

PLAN REVIEW APPLICATION CERTIFICATE OF COMPLETENESS

Project Name:	Received on:
Reviewed by:	Date:

A COMPLETED APPLICATION SHALL CONTAIN:

- Completed Plan Review Application Form
- All fees for current application
- Description of project in 300 words or less
- Vicinity map identifying the property of interest with a ½ mile radius
- Legal Description of location in a Word document
- A copy of all property owners' deeds to ensure ownership
 - If property is owned by a joint venture, partnership, corporation, trust, limited liability company or other recognized entity, the applicant must provide a corporate resolution or other documentation authorizing the land use request and that the person signing the application has the authority to execute documents on behalf of the entity.
- Documentation of legal interest in the property if applicant is not the property owner

A COMPLETE APPLICATION HAS BEEN SUBMITTED FOR (Check all that apply):

- Annexation
- Zone Change Request
- Pre-Application Review
- Preliminary Plat
- Final Plat
- Amended Plat
- Commercial Site Plan
- Design Review
- Conditional Use Permit
- Variance
- Planned Unit Development (PUD)
- Comprehensive Plan Change
- Zoning Code Revision
- Other Application: _____

REQUIRED SIGNATURES

Applicant's Signature

Property Owner's Signature (if different than applicant, add additional lines as needed)

CITY OF AMMON

APPLICATION SUBMISSION REQUIREMENTS

BY APPLICATION TYPE

The following lists provide the requirements for a complete plan review application by the type of request. Please contact the Planning and Zoning Department regarding requirements for application types not listed below. Additional documentation may be required as necessary for complete review of any application. All documents can be submitted electronically via email to Planning and Zoning staff.

Email: cdonovan@cityofammon.us and hmcbride@cityofammon.us

All Applications

- Completed Plan Review Application Form
- All fees for current application (invoice will be sent after receiving application)
- Description of project in 300 words or less
- Vicinity map identifying the property of interest with a ½ mile radius around the property
- Legal Description of location in a Word document
- A copy of all property owners' deeds to ensure ownership
- Documentation of legal interest in the property if applicant is not the property owner

Annexation – Public Hearing

- Annexations greater than ten (10) acres - submittal requirements in City Code 11-1-6
- Annexations less than ten (10) acres - submittal requirements in City Code 11-1-7
- Compliant with Idaho State Code 50-222
- A map that meets the standards of the Idaho State Tax Commission

Zone Change Request – Public Hearing

- Zone Change Request pursuant to City Code Title 10 Chapter 4
- Medium and high-density residential projects require a statement of compliance with City Code 10-5-27
- Conceptual development plans (optional)

Pre-Application Review - Staff Review – please contact the P&Z Department to set up a meeting

- Master plan of the development pursuant to City Code 10-29-7
- The master plan will be presented to the P&Z Commission and City Council. This can be done with the preliminary plat for the first division.

Preliminary Plat - Planning and Zoning Commission and City Council Review

- Complete the pre-application review with staff
- Preliminary plat pursuant to City Code 10-29-8 (see attached)
- Improvement drawings prepared by a Licensed Idaho Engineer
- A development agreement must be approved by the City Council before signage of a preliminary plat

Final Plat - Planning and Zoning Commission and City Council Review

- Final Plat pursuant to City Code 10-29-9 (see attached)
- A digital copy 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.
- Short plats can be requested if it meets the conditions of City Code 10-29-10

Amended Plat – Staff or Commission and Council Review Depending on the Extent of Amendments

- Amended Plats pursuant to City Code 10-29-13

Commercial Site Plan – Staff Review

- Site Plan Requirements pursuant to City Code 10-29-15 (see attached)

Design Review – Staff Review

- Design Review submittal pursuant to City Code Title 10 Chapter 38

Conditional Use Permit – Public Hearing

- Conditional Use Permits can be requested for uses listed in City Code 10-9-8 C.

Variance – Public Hearing

- Variances can be requested for circumstances listed in City Code 10-9-8 B.

Planned Unit Development – Public Hearing

- Planned Unit Development (PUD) pursuant to City Code 10-27-4
- Preliminary and Final Plat will be required

Comprehensive Plan Change – Public Hearing

- Comprehensive Plan Change can be requested pursuant to City Code Title 10 Chapter 4

Zoning Code Revision – Public Hearing

- Zoning Code Revision can be requested pursuant to City Code Title 10 Chapter 4
- Zoning Code Revisions are not location specific and do not require location specific submittals like legal description, vicinity map, etc.

CITY OF AMMON

PRELIMINARY PLAT SUBMISSION REQUIREMENTS

The following list must be complete BEFORE a meeting date will be assigned: (deadline for submission is 15 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.**

ELECTRONIC FORM:

- Plan Review Application
- All fees associated with the 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 10-29-8.
- Improvement drawings

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

Prior to retaining signatures for the preliminary plat, the following items must be completed:

- Development agreement signed.
- Copies and signatures showing the ability to provide sewer services by Eastern Idaho Regional Sewer District (EIRSD) or Iona Bonneville Sewer District (IBSD), when required by the servicing agency.

Prior to construction of public improvements, the following items must be completed:

- An agreement shall be made in writing between the developer and the project engineer for inspecting the construction of public improvements and its conformity to the submitted plans
- A pre-construction meeting shall be held with City of Ammon staff, the project engineer and the contractor or the contractor's designated representative

Incomplete submissions may be rejected until complete documentation is received.

10-29-8: 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" in an electronic format (pdf). 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. These lines should be slightly heavier than street and lot lines.
- (F) The location, widths, names 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 all existing or proposed utilities, including, but not limited to, sanitary sewers, storm drains, water supply mains, fire hydrants, streetlights, bridges, ditches and culverts within the tract and immediately adjacent thereto; and if applicable the interconnection of such systems with the major street plan and City storm drainage system.

- (H) The location, names, 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) Zoning for the subdivision shall be indicated. If more than one zone exists within the subdivision, individual lots should include the zone.
- (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 and City Engineer.
- (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 standard development agreement prior to the final platting stage of said development.
- (N) Appropriate details for any special development areas in the proposed plat, including, but not limited to, hillside and floodplain developments.
- (O) All off-site improvements required to service the development.
- (P) Prior to the signage of any preliminary plat a standard development agreement shall be submitted and approved by the City Council. The standard development agreement must be recorded within 30 days of its' approval by the City Council. The agreement shall benefit the interests of the city, the county, or the state of Idaho.
 - 1. The standard development agreement shall contain language to include any mitigation requirements as determined by the City Council at the Preliminary and Final Plat stage.

2. The standard development agreement shall contain language to include any mitigation requirements as determined by the City Council at the annexation stage of development.

(Q) The following items shall accompany the preliminary plat application:

Prior to City Council Approval:

1. Copies and signatures showing the ability to provide sewer services by Eastern Idaho Regional Sewer District (EIRSD) or Iona Bonneville Sewer District (IBSD), when required by the servicing agency.
2. Preliminary Plat and improvement drawings submitted in digital form.

(R) Inspection of Public Improvements Under Construction:

1. Before approval of a preliminary plat, and before construction plans, and specifications for public improvements, an agreement shall be made in writing between the developer and the City to provide for inspecting the construction and its conformity to the submitted plans.
2. Prior to construction of public improvements, a pre-construction meeting shall be held with the appropriate City of Ammon departments' staff, the project engineer and the contractor or the contractor's designated representative.

The preliminary plat shall be drawn to a scale not smaller than one (1) inch to one hundred (100) feet. 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).

ELECTRONIC FORM:

- Plan Review Application
- All fees associated with the application
- Copy of approved preliminary plat (when applicable)
- Legal description of property (must be a **word document**).
- Final plat layout subject to 10-29-9.
- 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. (Covenants, Conditions & Restrictions/CC&Rs)

Final plat must comply with section 10-29-9 of Title 10, City of Ammon Codified Ordinances. This section is available online at www.cityofammon.us

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

- Development agreement signed.
- All infrastructure must be installed and approved by the City or a Guarantee of Completion pursuant to City Code 10-29-17 must be in place.
- Any applicable frontage 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 within an approved final plat, the following items must be completed:

- Recording of final plat. The City records all City plats. A check made payable to Bonneville County for the recording fee of \$11.00 shall be submitted at the same time as the physical copies of the final plat. A minimum of three (3) copies shall be submitted, one (1) paper or mylar copy for the City and two (2) mylars for Bonneville County.

Incomplete submissions may be rejected until complete documentation is received.

10-29-9: 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.

The final plat must be submitted to the Planning Commission for final review within (1) year after the approval of the preliminary plat. Otherwise, such approval shall become null and void 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, unless the subdivider, ninety (90) days prior to said expiration date, applies for an extension of time and such extension is granted by the City. A maximum twelve-month extension may be granted by the City at its sole discretion.

(A) The application shall be filed with the city and shall include:

1. A viable and acceptable plan which demonstrates how recordation of the final plan will occur within the year.
2. A schedule that depicts the anticipated progress for completion of the final plat within the year.
3. An application fee will be charged based on the current Fee Resolution for the review of the proposed subdivision.

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.

Final approval of the plat shall be secured from the City Council; otherwise, the subdivider will be duly notified of its rejection by said body. The final plat must be recorded within six (6) months of approval by the City Council, or it shall expire.

The plat sheet must be prepared in accordance with the Idaho Code.

After approval of the Planning and Zoning Commission and City Council; two (2) mylar prints and one (1) paper print, shall be submitted to the Planning Department for final City staff review and approval. If approved, the prints shall have endorsed thereon the required approvals of all public agencies and property owners. Upon final approval the City Clerk shall submit 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. Payment for all recordings shall be made to the City Clerk in care of Bonneville County Recorder.

Plats must meet the requirements of Idaho Statute 50-1304.

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

- (B) 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.
- (C) The north point and scale of the plat.
- (D) 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.
- (E) 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.
- (F) 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.
- (G) 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.
- (H) 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.
- (I) All lots shall be numbered by progressive numbers in each block separately; blocks shall also be numbered.
- (J) Upon the print must appear the following required signatures: 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 attested by the Clerk; and the City Engineer.
- (K) 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)
5. Zoning for the subdivision shall be indicated. If more than one zone exists within the subdivision, individual lots should include the zone.
6. 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.

(L) Appropriate details for any special development areas, including, but not limited to, hillside and floodplain developments.

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

Prior to City Council 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.

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 of the final plat shall be signed separately by all parties duly authorized and required to sign.

(N) Prior to the approval of any final plat, the subdivider shall:

1. Provide the necessary documentation to show that all required improvements, infrastructure, public improvements, and public utilities have been installed and conditions of approval have been met and inspected and approved by the city.
2. Pay all required fees.

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. All requirements shall be shown on one page unless otherwise noted. Approval of a site plan shall be valid for twenty-four (24) months. 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.** Email: cdonovan@cityofammon.us
- Street names.
- Legal description, zoning, and address of the proposed building site. Contact 208-612-4029 for addresses.
- Buildings with multiple tenants should include information for each unit.
- 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 property lines.
- Existing and proposed public improvements. Show all utilities and services including size. If none are required, state that on the site plan.
- Landscaping layout with dimensions. Owner is responsible for retaining on-site storm water.
- Parking area layout with dimensions. Minimum parking requirements are in City Code 10-5-23
- 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).
- FDC (Fire Department Connection) for fire sprinklers (where applicable)
- Existing and proposed public and private signs. Sign regulations are in City Code Title 10 Chapter 34.
- 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.
- 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 Fiber Department in determining the most efficient and accessible point of connection. Fiber Dept 208-612-4080
- Lighting plan for all exterior lighting fixtures on a separate sheet. All fixtures must be dark sky compliant.
- A separate sheet shall be submitted that 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.**
- As needed the Bonneville County Sheriff's Department (Ammon Division) shall be included in review for safety issues. IE Parking lot lighting, etc.
- Additional documentation may be required as necessary for complete review of any site plan.