

SUBDIVISION APPLICATION
Planning & Zoning Department



FINAL PLAT APPLICATION

The Final Plat is the last of the three steps in the subdivision process. A pre-application meeting must be had before the Final Plat application is submitted between the applicant and the Planning Administrator or staff. Once the application is submitted, and the Planning Administrator or their designee reviewed report and deemed the application complete, a public hearing will be scheduled with the Board of County Commissioners. It is recommended that the Applicant review chapters 6, 8 and 9 of the Teton County LDC prior to submittal. These chapters along with application materials are located on the County website at www.tetoncountyidaho.gov. The Planning staff is also available to discuss applications and answer questions prior to receiving an application.

For Office Use Only

Fees Paid

Check # _____ Credit Card Cash _____

Fees are non-refundable.

Requirement for Submittal: Ensure all requirements are included. *Incomplete applications will not be put on hold.* Incomplete and partial applications will be returned to applicant.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner Info

Owner Name: _____

Address: _____ Zip code: _____

Project Location

Name of Applicant (if different than owner): _____ Phone: () _____

Project Address (if different than owner address): _____ Zip code: _____

Email: _____ Zoning District: _____

Primary Contact (if not applicant): _____

Email: _____ Phone: () _____

Designated Primary Contact

Owner Agent/Representative

Project Info

Proposed units/lots: _____ Total Acreage: _____

RP#: _____



I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and for it to be scheduled on the agenda for the Board of County Commissioners meeting.

Applicant Signature: _____ Date: _____

I, the undersigned, am the owner of the referenced property and do hereby give my permission to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property to find it to be correct.

Owner Signature: _____ Date: _____

**Only after final plat approval and recording can lots be sold.
A Final Plat that is approved and not recorded within six (6) months of the date of approval shall be considered expired and a new Final Plat application shall be required.**

Checklist

All items need digital copies as well as paper copies.

- 20% of the total base fee
- Pre-App for Final Plat review complete (Date:_____)
- Preliminary Plat approved (Date:_____)
- Conformance with Preliminary Plat
- A completed Application form, and final plat in accordance with Title 50 of Idaho Code and Chapter 4 of LDC
- Inspection Reports from applicant's/developer's engineer
- Final Development Agreement
- Final CC&Rs
- Final Master Plan (if phasing)
- Final Improvement Plans

SECTION II: CHECKLIST OF ITEMS REQUIRED ON THE MASTER PLAN AND FINAL PLAT DOCUMENTS

1. Three copies of the Final Plat (one 18" X 27") (one (11" x 17") (one digital copy) labeled as "Final Plat" and "Development Name" is in the lower right hand corner
 - Section(s), Township, Range
 - Approved development name is shown
 - Vicinity Map
 - Accurate scale
 - Certificates of approval:
 - Assessor
 - Treasurer
 - Fire Marshal
 - Planning Administrator
 - Recorder Certificate
 - Board of County Commissioners
 - Chairperson



- Certificate of Surveyor
- Certificate of Review Surveyor
- Certification of the sanitary restrictions on the face of the plat as per Section 50-1326 of the Idaho Code.
- Certificate of accuracy and workability of water rights distributions and conveyance system to be signed by a land surveyor or engineer registered under the laws of the State of Idaho.
- Owner's Dedication (all owners must be on plat)

2. Three copies of the Master Plan (one 18" X 27") (one 11" x 17") (one digital copy) labeled as "Master Plan" and "Development Name":

- Indicate total acres, acres of ROW, total lot acres, open space acres, number of lots/units, as applicable
- Setbacks
- Zoning District
- Section(s), Township, Range
- Approved development name is shown
- Vicinity Map
- Accurate scale
- "Located" Building Envelopes
- Well, septic, hydrant locations, as applicable
- Other Facilities, as applicable

SECTION III: CHECKLIST OF ADDITIONAL ITEMS REQUIRED

- Draft Letter of Credit or Bond for financial guarantee of public improvements (if needed)
- Engineers cost of public improvements
- One set of "Final Stamped" construction drawings for public improvements
- Final approval letter from Eastern Idaho Public Health
- Final approval letter from Teton County Fire District
- Acceptance letter from city for sewer hookup from the providing community, if applicable
- Final Master Plan (if phasing)

SECTION IV: CHECKLIST OF REQUIRED ITEMS FOR RECORDING

- Two mylar copies of the Final Plat Plan with approval signatures
- Two mylar copies of the Master Plan with approval signatures
- Development Agreement including engineers cost estimate of public improvements
- Covenants and Restrictions
- Financial Surety (Letter of Credit or Bond)
- Dwg format of Final Plat/Master Plan on CD or emailed to GIS Dept. (required to record)
- Road donations (voluntary)
- Reconciliation of all fees:
- Application fees o Engineering/surveyor review fees

Section V: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION

- Required Notification in accordance with Title 67, Chapter 65; Section 6509 of the Idaho Code** This hearing has been duly noticed in the Teton Valley News and notification shall be via mail to surrounding property owners in accordance with Idaho Code 67-6509.
- Ordinance and standards used to evaluate this application** This subdivision application is being reviewed under provisions of Chapters 6, 8, and 9 of LDC.

Application is submitted on this the _____ day of _____ 20__.

Application is deemed complete and accepted on this the _____ day of _____ 20__.

