



NAME OF SUBDIVISION/PLANNED UNIT DEVELOPMENT

**FINAL PLAT & MASTER PLAN**

SUBDIVISION/PLANNED UNIT DEVELOPMENT APPLICATION

The Final Plat is the last of three steps in the development process. Upon receipt of the required materials the Planning staff shall stamp the application received and prepare a staff report. Once the Planning Administrator has reviewed the staff 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 Titles 6, 8 and 9 of the Teton County Code prior to submittal. These Titles along with application materials are located on the County website at [www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov). The Planning staff is also available to discuss applications and answer questions prior to receiving an application.

*To expedite the review of your application, please be sure to address each of the following items.*

**SECTION I: PERSONAL AND PROPERTY RELATED DATA**

Owner: \_\_\_\_\_  
Applicant: \_\_\_\_\_ E-mail : \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Engineering Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Location and Zoning District:**  
Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
Proposed Units/ Lots: \_\_\_\_\_ Proposed Open Space Acres: \_\_\_\_\_  
Proposing a Subdivision       Proposing a Planned Unit Development   
Zoning: A 2.5  A 20       Planned Community  Rural Reserve

- Latest recorded deed to the property
- 30% of total base fee (see current fee schedule)
- Platting process expires on \_\_\_\_\_
- Preliminary Plat and required materials approved by Planning and Zoning Commission on \_\_\_\_\_.
- Affidavit of Legal Interest
- Engineer/Surveyor review

***Fees are non-refundable.***

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 public hearing.

- Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

- Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION II: 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)  
The Final Plat is 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
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 REQUIRED ITEMS FOR FINAL PLAT**

This section contains the checklist of items necessary to fulfill the requirements for approval of the subdivision application.

- Draft Letter of Credit or Bond for financial guarantee of public improvements
- 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.

#### **SECTION IV: CHECKLIST OF REQUIRED ITEMS FOR RECORDING**

This section contains the checklist of items required for recording of the subdivision plat and documents.

- 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
  - Engineering/surveyor review fees

#### **SECTION V: STAFF SUMMARY**

- **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 Titles 6, 8 and 9 of Teton County, Idaho, as applicable.

#### **SECTION VI: BOARD OF COUNTY COMMISSION ACTION**

##### **Reasons for Approval – Denial – Continuance:**

This application is scheduled for a public hearing on \_\_\_\_\_ 20\_\_ with the Teton County, Idaho Board of County Commissioners. This hearing shall be duly noticed in the Teton Valley News and notification shall be via mail to surrounding property owners in accordance with Idaho Code 67-6509 and 67-6511. At this hearing the Board of County Commissioners shall consider public comment.