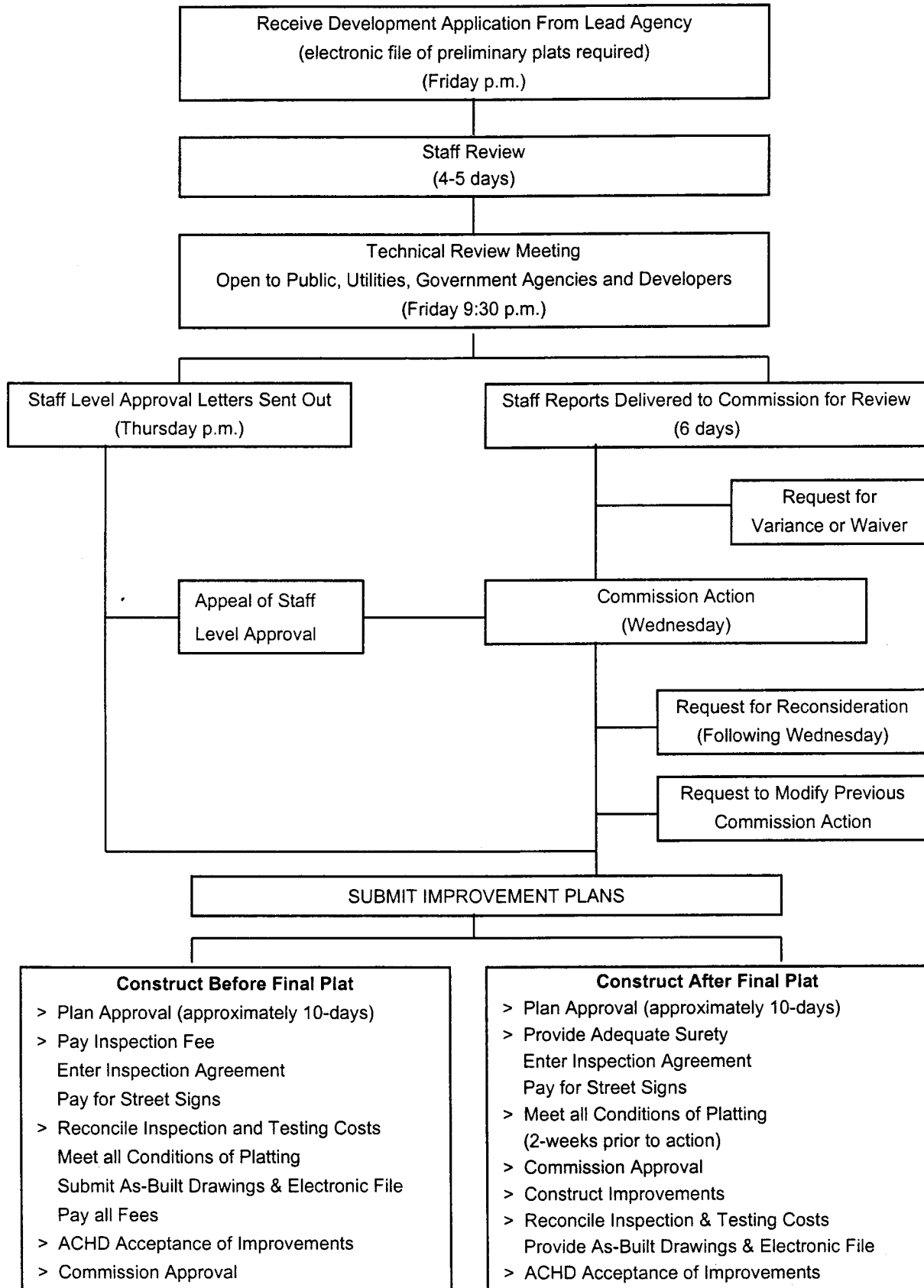
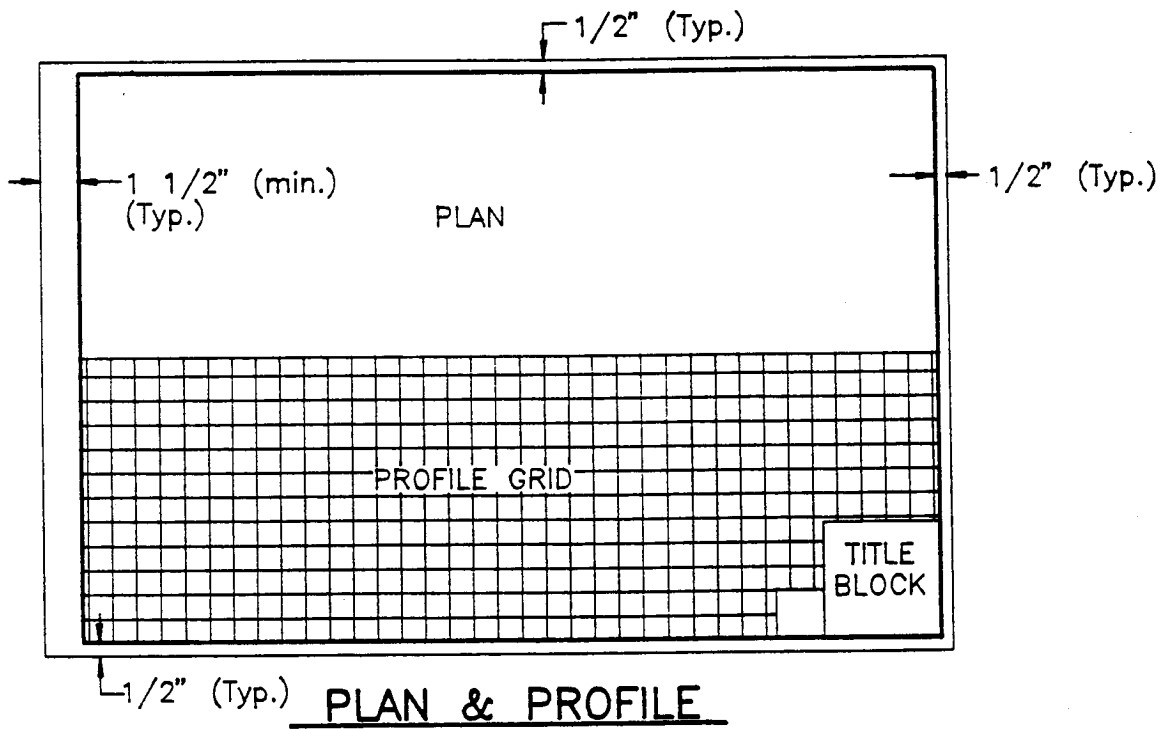
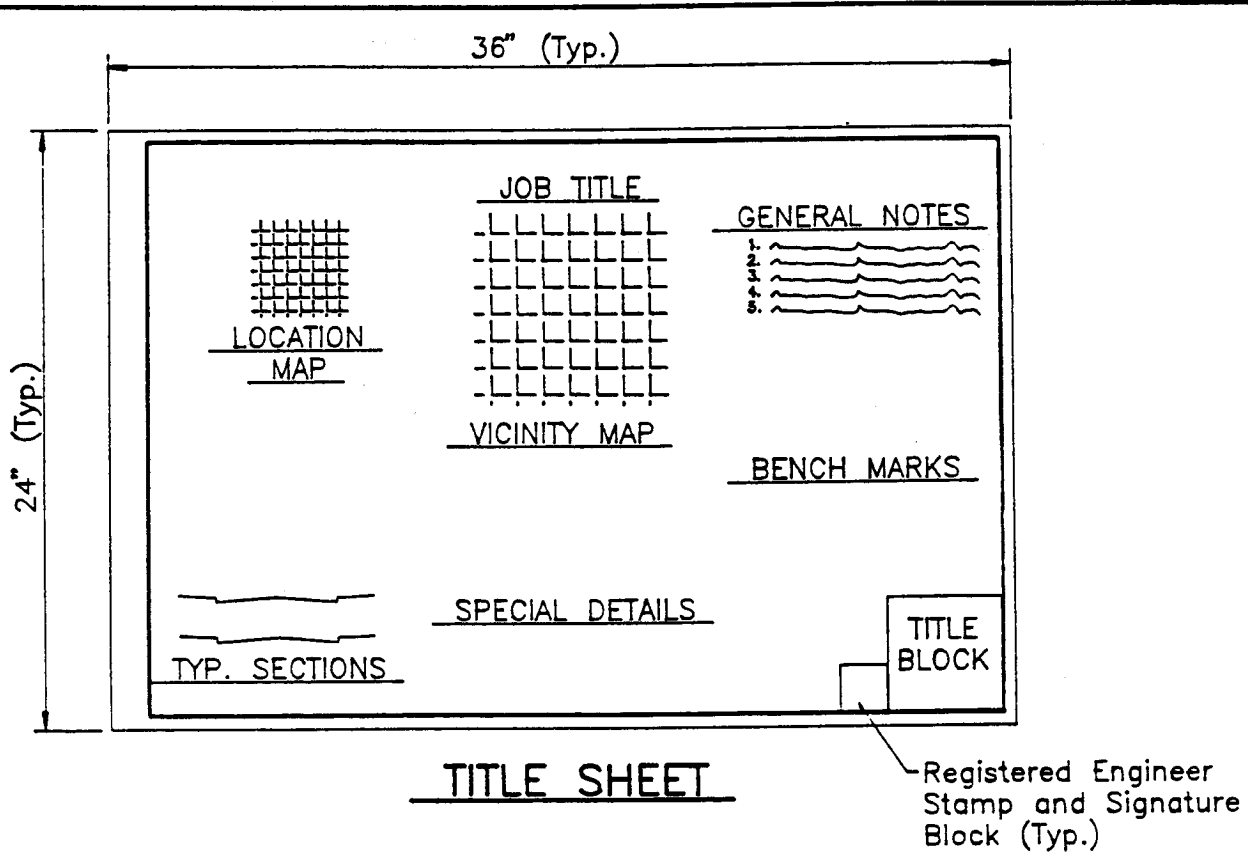


# Subdivision and Development Application Approval Process





1. Lettering shall be of a size and clarity suitable for microfilming.
2. Match lines shall be at intersections.
3. Additional sheets of the same size may be added for special details and cross sections.

IMPROVEMENT PLAN FORMAT

**APPENDIX "A"**

Resolution No. 7-89

**Ada Planning Association**

Providing for the Acceptance  
And Transmittal of the  
Preliminary Platting Guidelines



# Ada Planning Association

413 W. Idaho, Suite 100      Boise, ID 83702      (208) 345-5274

## APA

Serving Governments in Ada County Since 1977

RESOLUTION NO. 7-89

### PROVIDING FOR THE ACCEPTANCE AND TRANSMITTAL OF THE PRELIMINARY PLATTING GUIDELINES

WHEREAS, there is a desire throughout Ada County to remove unnecessary impediments to the development process; and

WHEREAS, some preliminary platting guidelines and associated subdivision ordinances currently vary substantially from one jurisdiction to another, effecting considerable confusion on the part of those wishing to subdivide property; and

WHEREAS, a committee representing staff of all these agencies has been meeting for over one year to address greater consistency, where possible, in these guidelines; and

WHEREAS, the Ada Planning Association Board has directed its Executive Director to participate in this committee and to facilitate its efforts; and

WHEREAS, said committee has prepared a Statement of Preliminary Platting Guidelines, attached; and

WHEREAS, the Statement of Preliminary Platting Guidelines has been reviewed by appropriate technical staff, appointed bodies, elected officials, developers and engineers and revised according to comments therefrom,

NOW, THEREFORE, BE IT RESOLVED, that the Ada Planning Association Board receives the attached Statement of Preliminary Platting Guidelines; concurs with its intent; and instructs the APA Executive Director to promote adoption of its principles broadly throughout Ada County, Idaho, wherever such principles are not in conflict with the judgement of duly elected officials.

BE IT FURTHER RESOLVED, that each Ada Planning Association Board member intends to encourage their respective agency staffs to participate in a full review of the Statement of Preliminary Platting Guidelines at their earliest convenience and act promptly to incorporate same into subdivision ordinances, insofar as possible.

DATED, this 25<sup>th</sup> day of July, 1989.

APPROVED:

By: *Vernon L. Bisterfeldt*  
Vernon L. Bisterfeldt, Chairman

ATTEST:

By: *Clair M. Bowman*  
Clair M. Bowman, Executive Director

R7-89

cc: File 530/Platting  
Ada County Highway District, Ada County, Cities of Boise, Eagle, Garden City, Kuna, and Meridian  
Boise Auditorium District, Boise Independent School District, and Boise State University

**COUNTY-WIDE AGREEMENT  
PRELIMINARY PLATTING GUIDELINES**

**PREPARED BY:  
PLATTING SIMPLIFICATION COMMITTEE  
JULY 25, 1989**

COUNTY-WIDE AGREEMENT ON STANDARDIZED PLATTING PROVISIONS

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## COUNTY-WIDE AGREEMENT ON STANDARDIZED PLATTING PROVISIONS

### I. DEFINITIONS

Agency With Jurisdiction: any agency which must review a subdivision plat application and whose approval of that plat is indicated by its endorsement on the plat.

Development Proposal: a formal request to subdivide parcels of land by virtue of a plat in accordance with Idaho code.

Guidelines: hereinafter, Guidelines refers to the recommendations presented in this document, not to the "guidelines" of a specific Lead Agency, Reviewing Agency, or Agency with Jurisdiction.

Lead Agency: that government agency which has primary jurisdiction over planning and zoning for the Development Proposal. A Lead Agency is identified as follows, depending upon location of the proposed development site:

- For a site outside the Area of City Impact of any city, Ada County is the Lead Agency;
- For a site within existing city limits, that city is the Lead Agency;
- For a site within an Area of City Impact and not within the city limits, the Lead Agency is determined by the applicable Area of City Impact Agreement.

Preliminary Plat Approval Period: the period of time between approval of a Preliminary Plat by the Lead Agency and expiration of that approval.

Reviewing Agency: any agency which must review a subdivision plat application (generally includes planning departments, irrigation districts, sewer districts, utility companies, fire and police departments, and others, depending upon the nature of the application).

### II. THE "LEAD AGENCY" ROLE IN PLAT APPROVALS

A "Lead Agency" shall be designated for every application for preliminary plat approval, according to the Lead Agency definition, above. The same agency will be the Lead Agency for the final plat application and for any time extension to be considered unless annexed, in which case the annexing city assumes responsibility as the Lead Agency.

Preliminary Plat Application: A Lead Agency assumes the following responsibilities whenever a Preliminary Plat application is filed with it:

- To accept only applications meeting the minimum requirements specified in section V: Guidelines for Preliminary Plat Contents.

- To distribute copies of the application documents to all Reviewing Agencies and Agencies with Jurisdiction; within five (5) working days stating the schedule for its consideration.
- To notify all Agencies with Jurisdiction of the date on which the governing body of the Lead Agency approves the Preliminary Plat. Note: this date initiates the formal Preliminary Plat Approval Period, regardless of when approval is received from other agencies.

The applicant is still required to file formal applications with all Agencies with Jurisdiction, and to pay all accompanying fees directly to those agencies. It is strongly recommended that contact with all interested government agencies, especially the Ada County Highway District, be initiated prior to filing with the Lead Agency.

### III. PURPOSE OF PRELIMINARY PLAT

The purpose of a Preliminary Plat is to allow a project developer and all Agencies with Jurisdiction to reach a common set of expectations regarding a proposed development. The following Guidelines are intended to accomplish this goal; however, where these Guidelines are unnecessarily restrictive, prior written agreement between the developer and the Lead Agency for a specific proposed development may modify them.

Approval of a Preliminary Plat application by any agency represents that agency's commitment to the applicant insuring adherence to the agreed-upon terms for a finite period.

### IV. PURPOSE OF PRELIMINARY PLAT CONTENT GUIDELINES

These Guidelines are based on the belief that a Preliminary Plat shall provide sufficient information to properly evaluate an entire proposed development. Each plat is reviewed for compliance with these Guidelines by the Lead Agency prior to accepting the application. Hence, a Preliminary Plat submitted for review which does not adequately contain the information established under these Guidelines shall be returned without action.

### V. GUIDELINES FOR PRELIMINARY PLAT CONTENTS

Minimum required components for all Preliminary Plat applications in Ada County or any of its cities shall include an Application Form, a Vicinity Map, a Preliminary Plat Map and Attachments. Each component is described more fully below.

#### A. Application Form

1. Name of the proposed development and its legal description.



2. Name, address and telephone number of each of the following:
  - a. the owner of record, with written proof of proprietary interest when the subdivider/developer is not the owner;
  - b. subdivider/developer; and
  - c. qualified person (engineer, land planner or surveyor) responsible for the preliminary plat map.
3. A statement of intent regarding the proposed development which is sufficient to identify applicable ordinances and regulations, and which identifies the minimum lot size to be developed.
4. Any of the information required by Sections V-B and V-C below which, by prior mutual agreement between the developer and the Lead Agency, may better be provided in narrative form than depicted on the preliminary plat.
5. All other information required on the Lead Agency's Application for Preliminary Plat Approval.

B. Vicinity Map

A vicinity map, drawn to a scale of 1" = 300' or larger (i.e. 1" = 200', etc.) which includes the proposed development and sufficient area around it to provide adequate orientation and landmark identification for someone unfamiliar with the vicinity. All the following elements are to be included:

1. A minimum distance of 600' beyond all boundaries of the proposed development.
2. A north point.
3. Location and names of all streets and roadways.
4. Clear identification of the boundary of the proposed development and its proposed roadway alignments.
5. Names of all adjoining developments, with location of all intersecting boundary lines.
6. Location of city limits falling within or adjacent to the proposed development.
7. Existing zoning of all portions of the proposed development area; proposed zoning (including boundary lines, where applicable) sufficient to define intended uses of all portions of the proposed development area.
8. Any additional information required by a receiving agency for its review.

C. Preliminary Plat Map

A 24" x 36" plat map, drawn to a scale of 1" = 100' or larger (i.e. 1" = 50', etc.) which shows the complete proposed development including an area not less than one hundred feet (100') beyond all boundaries of the proposed development. (Note: a smaller scale or different size plat map may be used for large developments with prior written approval from the Lead Agency.) All the following features are to be shown on the plat map:

1. A graphic scale, north point and date of preparation.
2. Name and signature of person preparing plat.
3. Name of owner/developer.
4. Name, firm name, address, and telephone number of primary contact person.
5. Lot layout with lot numbers and approximate dimensions of each lot, including the approximate number of square feet of all lots not in conformance with listed minimums for the proposed zoning or the stated intent on the application. When the proposed development is an extension of an existing platted development, lot and block numbers for all previously platted portions of the development shall be included.
6. Identification of all public use areas (i.e. parks, school sites, etc.) with designated uses listed on the map.
7. Proposed locations, widths, direction of slope and names of all streets, alleys, highways, and private roads within the proposed development (including all future street extensions shown with dotted lines). If secondary access will be of concern, more may be needed.
8. In areas where street or private roadway grades may not conform with the required minimum or maximum slope requirements of Ada County Highway District: approximate grades of existing and proposed streets and private roads within and immediately adjacent to the proposed development (Note: additional information may be required by the Ada County Highway District after initial review of Plat Map).
9. Centerline radii of all curves on public or private roads and alleys.
10. Approximate location of existing and proposed irrigation lines, tile drains, wells, pipelines, and sewer and water lines within the proposed development; approximate location of access point to existing water and sewer lines.

11. Approximate location, width and direction of flow of all existing water courses, sewer systems, irrigation drains and storm drains within and adjacent to the proposed development, and location and description of the proposed method of providing flood and erosion control.
12. Approximate location and identification of known potentially dangerous areas, including geologically hazardous areas, areas subject to inundations or flood hazard, and areas of high ground-water.
13. Approximate location and width of all existing or proposed easements or rights-of-way.
14. Contour lines based on USGS datum with intervals of not more than five feet (5') for parcels with a general slope of greater than five percent (5%) or intervals of not more than two feet (2') for parcels with a general slope of less than or equal to five percent (5%). Said contour lines shall extend a minimum of one hundred feet (100') beyond the proposed development boundary. If the proposed development is bordered by a drainage channel, the contour lines shall extend the additional distance necessary to show the far side of the drainage facility.

Note: in areas where such datum are not available, this requirement may be waived by prior written agreement between the developer and the Lead Agency.

Special Requirements: Where required by an Agency with Jurisdiction OR where the proposed development may have significant adverse impact on adjacent developments, the following additional information may be required.

- Approximate location of all existing buildings or structures external to the proposed development, including identification of current use of each.
- Approximate location of any areas of fill or excavation and estimated volume of material to be moved.
- For multi-phase developments, the proposed boundaries of each phase and the sequence of phases to be developed. The phasing sequence used should utilize consistent lot and block numbering patterns.
- Secondary access.

D. Attachments

1. An 8 1/2" x 11" photoreduction of the Vicinity Map suitable for public presentation.
2. An 8 1/2" x 11" photoreduction of the Preliminary Plat suitable for public presentation.

Note: If either the Vicinity Map or the Preliminary Plat is so large that it does not fit conveniently on a single 8 1/2" x 11" photoreduction, the developer should work out with the Lead Agency how to photoreduce (e.g., multiple sheets; single sheet of different dimensions, etc.), the map or plat.

## VI. PLAT APPROVAL TERMS AND CONDITIONS

Duration of Preliminary Plat Approval: Approval of a Preliminary Plat shall be for a period of twenty-four (24) months beginning on the day the Lead Agency governing board formally approves it, after which time the Preliminary Plat Approval becomes null and void.

An unlimited number of twelve (12) month extensions are permitted, subject to the following conditions:

- Each extension shall be for twelve (12) months from the date of Preliminary Plat Approval by the Lead Agency governing board;
- New conditions may be added by any Reviewing Agency to each request for extension; and
- An application for time extension must be submitted to the Lead Agency and all required fees paid prior to the expiration date of the most recent Preliminary Plat Approval Period or Preliminary Plat Extension Period.

Lead Agency Role in Time Extension Application: When a time extension application which meets the conditions of Section VI, below, is accepted by the Lead Agency, that agency notifies all other Agencies with Jurisdiction and Reviewing Agencies, seeking a response within thirty (30) days. Silence is interpreted as "Approved; no comments need to be given".

Other agencies which require additional time to consider the extension will notify the Lead Agency promptly. Each Agency with Jurisdiction will hear time extension requests separately; all must be completed before the Lead Agency will take action. Rules imposed by Agencies with Jurisdiction are binding on the Lead Agency; if the developer appeals one of those rules, the Lead Agency agrees to table the proposal until action on the Developer's appeal is complete.

Upon final action by the Lead Agency governing Board, the Lead Agency will send a letter describing the action of its governing board to all Reviewing Agencies.

Status of Final Plats Submitted During Preliminary Plat Approval Period: Final plats submitted for approval during the Preliminary Plat Approval Period shall be reviewed by the Lead Agency using the criteria stated in the conditions of approval established with Preliminary Plat Approval. Conditions of approval established for the Preliminary Plat may be modified for final plat submittals if:

1. ...federal, state or local laws affecting the approved Preliminary Plat are changed; or
2. ...final engineering requirements differ from those in the Preliminary Plat; or
3. ...any changes made by the developer between Preliminary Plat and Final Plat require modification in order to maintain integrity with current laws and policies (changes which might invoke this provision include but are not limited to phasing, lot density, street layout and drainage); or
4. ...the required approval of any other Agency with Jurisdiction is contingent upon making plat modifications.

Lead Agency Role in Final Plat Application: The role of the Lead Agency for final plats is identical to that for preliminary plats except for the following modification:

Final plat approval will not be made by the Lead Agency until after all other required approvals are received, except that these approvals shall not include signatures of the Ada County Engineer, Ada County Clerk, or Ada County Recorder since these certifications are received after Lead Agency approval. When a plat application site has been given preliminary plat approval while in Ada County jurisdiction and is annexed prior to final platting, the annexing city may review the application under the conditions of approval granted by Ada County.

It behooves developers, therefore, to initiate the final plat application well in advance of the expiration date for preliminary plat approval.

#### VII. COMMITTEE MEMBERSHIP

ACHD: Jerry Nyman, Manager of Administrative Services

Ada County: Dave Abo, Director, Planning and Community Development  
Mike McClenahan, Planning & Community Development  
John Priester, County Engineer

Boise City: John Tensen, Assistant City Engineer, Public Works  
Wayne Gibbs, Planning and Community Development

Eagle City: Barbara Montgomery, City Clerk

Garden City: Ken Pape, Planning Coordinator

Meridian City: Gary Smith, Director, Public Works

CB:sd-KB/CB PLATPROP  
cc: File 530/Platting Simplification