

The City of Sun Valley Community Development Department has revised all land planning applications.

If you're considering making an application with the City, please contact us prior to submitting your application to review the required submittal materials and answer any questions. The City takes pride in providing professional and responsive customer service and will be happy to assist you to make the planning process as smooth as possible.

In addition to a variety of required submittal materials, a **Public Notice** for each type of land use application is attached and a signature by the applicant is required on the notice. The applicant can obtain the addresses for all property owners within 300 feet of the exterior boundaries of the subject property by visiting Blaine County's website at <http://maps.co.blaine.id.us>.

CITY OF SUN VALLEY
SUBDIVISION APPLICATION-FINAL PLAT

File No. SUBFP-_____ Submittal Date _____ Fee _____

Name of Subdivision: _____

Legal Description of Property: _____

Date of Preliminary Plat Approval (date Findings of Fact were signed): _____ **Final Plat shall be submitted for final review within one year of preliminary plat approval, unless otherwise allowed through a development agreement.**

Name of Property Owner: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email Address: _____

Applicant Contact (if different from above) _____

***Application contact will be the Community Development Department's primary contact for application information.*

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Email Address: _____

Final plat submitted for signature shall conform to requirements of the Idaho Code and to requirements set forth by Blaine County for digital plat submittals.

The following items must be submitted for the application to be certified complete:

___ A statement listing the conditions imposed on the preliminary plat approval with a description of how each has been met.

Three (3) D size plats, to scale, containing the following:

___ Exterior boundary of the subdivision shall be tied to not less than two (2) recognized County or City survey monuments and shall identify such monuments.

___ All lots shall be numbered in each block separately. Blocks shall be numbered consecutively throughout all adjoining plots of the same master name.

___ Size of each lot in square feet and acres.

___ All plat notes required by the Commission and/or Council shall be shown on the face of the plat.

___ Signature page shall contain spaces for the following signatures; Registered Professional Engineer and/or Land Surveyor's "Certificate of Survey", owners dedication certificate with Notary Public's acknowledgement, approval of Mayor and Council of Sun Valley as attested by the City Clerk, approval or sanitary restrictions placed upon the subdivision by the appropriate state official, approval by City Engineer and other certificates required by Idaho Code, and acceptance of the plat by the Blaine County Recorder's and Blaine County Assessor's offices.

___ Six (6) 11"x17" copies of the plat.

___ PDF files of all required documents and plans.

___ Copy of private restrictions proposed to be recorded for the purpose of providing regulations governing the use, building lines, open spaces or any aspect of the development, use and maintenance.

___ If more than six months have passed since preliminary plat notice an updated list of names and addresses of all property owners within 300 feet of the exterior boundaries and easement holders with the subject property.

Certified Complete by: _____

Date _____

PUBLIC NOTICE

NOTICE TO ADJACENT PROPERTY OWNERS OF AN APPLICATION FOR FINAL PLAT APPROVAL FOR A SUBDIVISION, CITY OF SUN VALLEY

NOTICE IS HEREBY GIVEN that on Thursday, _____, _____, at 9:00 a.m., in City Hall, the Sun Valley Planning and Zoning Commission will hold a public meeting and will consider the final plat application of _____

for subdivision with regard to the following described property:

Street Address

Legal Description

The applicant proposes to:

NOTICE IS FURTHER GIVEN that at the aforementioned time and place, all interested persons may appear and shall be given an opportunity to comment on the matter stated above.

Comments and questions prior to the public meeting should be directed to the Sun Valley Planning and Zoning Office at Box 416, Sun Valley, ID 83353 or faxed to (208)622-3401. Written comments received prior to the meeting shall be made part of the public record at the meeting. Plans and supporting documents are on file in the Planning Office located in City Hall for public inspection during normal business hours.

BY ORDER OF THE SUN VALLEY PLANNING AND ZONING COMMISSION.

Notice mailed by:

Signature of architect, owner or representative

DATED this _____ day of _____, _____

Any person needing special assistance to participate in the above noticed meeting should contact the City of Sun Valley at least 5 days prior to the meeting at (208) 622-4438. City Hall is located at 81 Elkhorn Road.

CITY OF SUN VALLEY
P.O. Box 416
Sun Valley, Idaho 83353