

**CITY OF SUN VALLEY**  
**SUBDIVISION APPLICATION – PRELIMINARY PLAT**

File No. SUBPP-\_\_\_\_\_

Submittal Date: \_\_\_\_\_

Proposed Name of Subdivision: \_\_\_\_\_

Street Address or General Location of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Area of Property: \_\_\_\_\_ Number of Lots/Units: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Public Notice Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

---

**Name of Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner Consent:**

By signature hereon, the property owner acknowledges that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect, post legal notices, and/or other standard activities in the course of processing this application, pursuant to Idaho Code §67-6507. The property owner is also hereby notified that members of the Planning and Zoning Commission and City Council are required to generally disclose the content of any *ex parte* discussion (outside the hearing) with any person, including the property owner or representative, regarding this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

---

**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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

---

**Describe Project:**

**Action Taken:**      \_\_\_ Approved      \_\_\_ Denied      \_\_\_ Conditionally Approved      \_\_\_ Other

PRELIMINARY PLAT CHECKLIST

City Use Only

File Number: SUBPP - \_\_\_\_\_

Project Name: \_\_\_\_\_

Certified Complete by: \_\_\_\_\_

Date \_\_\_\_\_

**The following items must be submitted with the application for the application to be considered complete.**

- \_\_\_ Names and address of all property owners within three hundred (300) feet of the exterior boundaries of the land being considered and easement holders within the subject property.
- \_\_\_ Six (6) 11" x 17" copies of large plat.
- \_\_\_ PDF files of all required documents and 11" x 17" plans/maps on a CD.
- \_\_\_ Preliminary Title Report.
- \_\_\_ Will Serve Letter.
- \_\_\_ One (1) "D" size set of plans to scale, including:
  - \_\_\_ Location of subdivision as forming a part of some larger tract or parcel of land referred to in the records of the Blaine County Recorder.
  - \_\_\_ North point, scale and date.
  - \_\_\_ Zoning requested for each area if not already zoned, or if a zone change is requested.
  - \_\_\_ Zoning district(s) and boundaries, including any special areas of environmental concern (hillside, riparian, etc.)
  - \_\_\_ Boundary lines of tract to be subdivided. If applicable, existing and proposed lines, easements or building envelopes to be adjusted.
  - \_\_\_ Proposed lot and block numbers.
  - \_\_\_ Size of each lot shown in both square feet and acres.
  - \_\_\_ Total land area of project.
  - \_\_\_ Grading Plan
    - \_\_\_ Location of existing and proposed sanitary sewers, sewer services, storm drains, water supply mains, water services, fire hydrants and culverts within the property and immediately adjacent thereto.
    - \_\_\_ Location, widths, and other dimensions of all existing or platted streets, alleys and other important features such as power lines, water courses, easements topography, substantial vegetation, wetlands, floodplain and floodway areas, avalanche areas, buildings, structures, or any other man-made features within, contiguous to, or in the general vicinity of the property to be subdivided.
    - \_\_\_ Locations, widths and other dimensions of existing or proposed easements, parks, lots and open space.
    - \_\_\_ The plan and cross-section of proposed streets and alleys showing widths of roadways, location of sidewalks, any other improvement proposed or required for the right-of-way.
    - \_\_\_ Proposed names of all streets, whether new or continuous (new street names must not be the same or similar to any other street names used in Blaine County).
    - \_\_\_ Other information as may be required by the Community Development Department. This may include, but is not limited to impact assessment letters from various agencies, i.e. soils report, hydrology report and hazard/resources analysis. Information may also include any study or assessment reasonably required.