



Subdivision Application – Preliminary Plat

Submittal Date: _____

Proposed Name of Subdivision: _____

Street Address or General Location of Property: _____

Legal Description of Property: _____

Current Zoning of Property: _____ Total Area of Property: _____ Number of Lots/Units: _____

Check the one box that applies:

- Regular Plat - 5 or more residential parcels, 3 or more non-residential parcels (Commission and Council Review).
- Short Plat - 4 or fewer residential parcels, 2 non-residential parcels, townhouse or condominium units in existing or approved structures, or lot line adjustment creating more than 1 lot in the Townsite Overlay District (Commission Review only).
- Lot Line Adjustment- combining 2 or more lots into 1 lot (Administrative Review).
- Lot Line Adjustment- all other alterations (Administrative Review).

Name of Owner of the Property: _____

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.

Property Owner's Signature: _____ **Date:** ____/____/____

Name of individual to contact on behalf of Trust or LLC (if applicable): _____

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

Phone: _____ Fax: _____ Cell: _____

Email Address: _____

Application Contact (if different than above): _____

***Application Contact will be the Planning Department's primary contact for questions related to the application.*

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

Phone: _____ Fax: _____ Cell: _____

Email Address: _____

See attached checklist(s) for items that must be submitted with this application in order for application to be considered complete. See the Hailey Subdivision Ordinance for explanation of the review process.

Fees: *Cost of additional noticing, recording fees, and other direct costs will also be assessed.*

FOR CITY USE ONLY

Regular Plat \$1,250 + \$55/lot, sub-lot, or unit..... \$ _____

if w/ development agreement - fees for services rendered by City Attorney are billed @ \$125/hr

OR Short Plat \$300 / lot, sub-lot, or unit (not to exceed 1,200)..... \$ _____

OR Lot Line Adjustment (combing lots into 1 Lot) \$75 \$ _____

OR Lot Line Adjustment (All other alterations) \$400..... \$ _____

Publication: Regular Plat \$50.00 x 4 OR Short Plat \$50.00 x 2 OR Lot Line Adjustment \$50 \$ _____

Mailing: Regular Plat:(# of addresses _____) x 4 x (._____postage + .15 for paper, envelope & label) \$ _____

OR Short Plat: (# of addresses _____) x 2 x (._____postage + .15 for paper, envelope & label) \$ _____

OR Lot Line Adjustment: (# of addresses _____) x (._____postage + .15 for paper, envelope & label)

DO NOT COUNT DUPLICATES OR CITY OF HAILEY

Total Due..... \$ _____

PRELIMINARY PLAT CHECKLIST

City Use Only -

Project Name: _____

Certified Compete 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.

____ One (1) 11" x 17" copies of large plat. One (1) if application is a Short Plat or Lot Line Adjustment

____ PDF files of all required documents and 11" x 17" plats

____ One (1) large plat, 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 overlay district(s) and boundaries.

____ 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.

____ 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 and other important features such as power lines, water courses, easements, topography, substantial vegetation, wetlands, flood-plain and flood-way areas, avalanche areas, buildings, structures, or any other man made features within, contiguous to, or in the general area of the property to be subdivided.

****Items Below Are Generally Not Required for Lot Line Adjustments:**

____ Locations, widths and other dimensions of proposed streets, alleys, easements, parks, lots and open space.

____ The plan and cross section of proposed streets and alleys showing widths of roadways, location of sidewalks, curb and gutter, location and species of street trees, drainage areas, parking areas, snow storage areas, and any other improvement proposed or require for the right-of-way.

____ Proposed names of all the streets, whether new or continuous (new street names must not be the same or similar to any other street names used in Blaine County).

____ Contour map at 1' or 2' contour interval to show the general topography of the tract.

____ Parcel of land intended to be dedicated for required park space and proposed improvements thereon or written request to make voluntary cash contribution in-lieu of required park dedication and improvements.

____ Parcel of land intended to be dedicated for public use or reserved for the use of all property owners with the purpose indicated and planned improvements to that parcel(s).

____ Phasing Plan, **if applicable**, including:

____ Numbers of lots in each phase.

____ Deadline for completion of each phase.

____ Infrastructure planned for completion with each phase.

____ All other information pertinent to the completion of the development.

____ Amenities to be constructed with each phase.

____ Area Development Plan (if applicable).

____ Community Housing Plan (if applicable).

____ Flood Hazard Development Permit if property is located within or partially within the floodplain (if applicable)

____ Copy of draft CC&R's (if applicable).

____ Other information as may be required by the Commission, Council, or Planner. This may include, but is not limited to impact assessment letters from various agencies. Information may also include any study or assessment reasonably required.

City Use Only: _____ Email PDF to Blaine County Assessor & City Engineer

_____ If located in Airport West, add Engel Associates, 101 Bullion Street E, Ste 3C, Hailey, Idaho 83333 to mailing list.