

SUBDIVISIONS IN MADISON COUNTY, IDAHO

Subdivision plat filing, review, traffic signs and ordinances fees will be due and are payable to Madison County Planning and Zoning at the time the application is handed into the Planning and Zoning office.

Standards for subdivision plats – plats must be very clear for reproducing State Code § 50-1305

(In) Subdivisions located outside an area of city impact a delivery system must be approved by the appropriate county zoning authority, and the County Commission with the advice of the irrigation entity charged with the delivery of water to said lands. State Code § 31-3805

Easements must be shown on each lot

Utilities shall have the right to install, maintain, and operate their equipment above and below ground and all other related facilities within the Public Utility Easements (PUE) identified on this plat map as may be necessary or desirable in providing utility services within and without the lots identified herein, including the right of access to such facilities and the right to require removal of any obstructions including structures, trees and vegetation that may be placed within the PUE. The utility may require the lot owner to remove all structures within the PUE at the owner's expense, or the utility may remove such structures at the lot owner's expense.

At no time may any permanent structures, including mail boxes or landscaping, be placed within the PUE or any other obstruction which interferes with the use of a PUE without the prior written approval of the utilities in the PUE.

Eight (8) Preliminary Plats must be handed in at the time the application given to Planning and Zoning.

Final Plat must be 18" x 27" State Code §50-1304

Three (3) copies of the Final Mylar Plats must be submitted to the Madison County Planning & Zoning office for inspection by the County Surveyor and GIS Department. The County surveyor, County Commissioners, GIS, Treasurer, and the Planning & Zoning Administrator must all sign the Mylar plat prior to recording in the Clerk's Office.

Revised 2007



SUBDIVISION/SHORT PLAT/PUD APPLICATION
MADISON COUNTY PLANNING & ZONING

Subdivision Name: _____

Preliminary Date Submitted: _____

Number of acres: _____ Lots: _____ Blocks: _____

Acres of common space: _____

Parent Parcel: _____ Section _____ Township _____ Range _____

Parcel Number(s) _____

Date parent parcel subdivided: _____

Zone: _____ Comp. Plan Designation: _____

Flood Zone: yes no If yes, Permit Number: _____

Proposed sewage system: _____ Water Supply: _____

Fire Protection: _____

Directions to site: _____

A. Applicants Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Other Phone: _____

B. Property Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____ Other Phone: _____

C. Engineer/Surveyor: _____

Address: _____

City/State/Zip: _____

Phone: _____ Other Phone: _____

Person to contact: Owner Applicant Engineer/Surveyor

<u>AGENCY REVIEW LETTERS</u>	Required	Recommended	Received
Fire/Emergency Services.....	■	<input type="checkbox"/>	<input type="checkbox"/>
Road Department.....	■	<input type="checkbox"/>	<input type="checkbox"/>
Fremont-Madison Irrigation	■	<input type="checkbox"/>	<input type="checkbox"/>
Idaho Water Resources.....	■	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies.....	■	<input type="checkbox"/>	<input type="checkbox"/>
D.E.Q.....	■	<input type="checkbox"/>	<input type="checkbox"/>
District VII Health Dept.....	■	<input type="checkbox"/>	<input type="checkbox"/>
School District.....	■	<input type="checkbox"/>	<input type="checkbox"/>
Army Corp. of Engineers...	■	<input type="checkbox"/>	<input type="checkbox"/>
Sheriff.....	■	<input type="checkbox"/>	<input type="checkbox"/>
Idaho Fish and Game.....	■	<input type="checkbox"/>	<input type="checkbox"/>
G.I.S.....	■	<input type="checkbox"/>	<input type="checkbox"/>
Other attachments:			
Plat Master Plan (8 copies)	■	<input type="checkbox"/>	<input type="checkbox"/>
8 ½" X 11" Copy of Plat	■	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity Map.....	■	<input type="checkbox"/>	<input type="checkbox"/>

LISTING FOR LETTER REFERENCES

EMERGENCY SERVICES

MADISON COUNTY SHERIFF
145 E. MAIN
REXBURG, ID 83440
356-5426

REXBURG-MADISON EMERGENCY SERVICES
P.O. BOX 280
REXBURG, ID 83440
359-3010

MADISON COUNTY ROAD AND BRIDGE
P.O. BOX 389
REXBURG, ID 83440
356-3101

REXBURG-MADISON GIS
P.O. BOX 280
REXBURG, ID 83440
359-3020 EXT. 217 OR 218

WATER ISSUES

IDAHO WATER RESOURCES
900 N. SKYLINE DRIVE, SUITE A
IDAHO FALLS, ID 83402

ARMY CORP OF ENGINEERS
900 N. SKYLINE DRIVE
IDAHO FALLS, ID 83402

DISTRICT VII HEALTH
CHRISTY SWENSON
314 E. 3RD N.
REXBURG, ID 83440
356-3239

DEPARTMENT OF ENVIRONMENTAL QUALITY
ATTN: WILLY TEUSCHER
900 N. SKYLINE DRIVE
IDAHO FALLS, ID 83402

FREMONT-MADISON IRRIGATION
P.O. BOX 15
ST. ANTHONY, ID 83445
624-3381

UTILITIES

ROCKY MTN. POWER
% Tony Nielsen
359-4253
CELL 390-0023

INTERMOUNTAIN GAS
% STEVE NELSON
P.O. BOX 51220
IDAHO FALLS, ID 83402
542-6600
CELL 221-4461

QWEST
% DOUG LESPERANCE
915 N. BOULEVARD
IDAHO FALLS, ID 83402
525-4261
CELL 241-2494

FALL RIVER ELECTRIC
1150 N. 3400 E.
ASHTON, ID 83420
652-7431

SCHOOLS

MADISON SCHOOL DISTRICT 321
290 N. 1ST E.
REXBURG, ID 83440

SUGAR-SALEM SCHOOL DISTRICT 322
105 W. CENTER
SUGAR CITY, ID 83448

PLEASE COMPLETE THE FOLLOWING AND ATTACH ANY EXPLANATIONS THAT ARE NEEDED:

	Yes	No
Parent parcel legally divided	<input type="checkbox"/>	<input type="checkbox"/>
1. Will any site improvements require engineering?	<input type="checkbox"/>	<input type="checkbox"/>
Explain: _____		
2. Will roads be constructed to Madison County Standards?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the roads be paved?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the roads be private?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have new road names been approved by P&Z?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do any lots access arterials?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are proposed water and sewer systems adequate &		

- possible to be utilized for this proposal?
8. Will the project meet fire protection requirements?
9. What type of storm water management systems will be provided? Explain: _____
10. Have adequate provisions been made for roads, water, sewer and fire protection services so that the public's health, safety and welfare will not be adversely affected?
11. How will community areas, storm systems, roads, water and fire be maintained? _____
12. Will a homeowners association be established (if yes, attach a draft of the covenants, articles or corporation and by laws)
13. How will impacts to schools be mitigated?
14. Will the project negatively affect community facilities/services?
15. Are there any streams, wetlands or drainage ways on the land?
16. Are greenbelts or vegetative buffer strips provided adjacent to streams, wetlands and roadways?
17. If portions of the site are the 100 years flood plain, does the Plat meet FEMA requirements?
18. Is the site in the Airport Overlay Zone?
(14,000 ft. out from runways)
19. Are there any hazardous areas?
(E.g. unstable slopes, heavy metal deposits)?
20. Maximum slope of property: _____
21. Minimum slope of property: _____
22. Will wildlife corridors or habitat areas be preserved?
23. Will farmland, timberland or areas of native vegetation be preserved?
24. Will bicycles and walking paths be provided?
25. Will open or common areas be provided?
26. Is the project compatible with surrounding land use?
27. Will the project negatively affect water and air quality or produce excess noise or light?
28. Does the project meet the Zoning Ordinance?

- | | | |
|--|--------------------------|--------------------------|
| 29. Does the project meet the Comprehensive Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Does the project meet Area of Impact Ordinances? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Does the project meet Idaho Code 50:1301-1333? | <input type="checkbox"/> | <input type="checkbox"/> |

List all names and Addresses of all the adjoining property owners within 300 feet whether or not bisected by a public right of way as shown on record in the County's Assessor's office:_____

- Legal description of all property to be subdivided and proof of ownership;
(Attach here)
- A statement of the intended use of the proposed subdivision such as; residential single family; two family and multiple housing; commercial; industrial; recreational; or agricultural and a showing of any sites proposed for parks, playgrounds, schools, churches or other public uses;
- A map of the entire area scheduled for development if proposed subdivision is a portion of a larger holding intended for subsequent development;
- A vicinity map showing the relationship of the proposed plat to the surrounding area (1/2 mile minimum radius, scale optional);
- The land use and existing zoning, if any, of the proposed subdivision and adjacent land;
- Streets, street names, right of way and roadway widths, including streets or roadways;
- Lot lines, dimensions and numbers;
- Contours, shown at 5 foot intervals where land slope is greater than 12% at 2 foot intervals for land slopes from 5% to 12%, and at 1 foot intervals for land slopes less than 5%;
- A site report as required by the appropriate health district where individual wells and septic tanks are proposed; as well as general location map of said septic systems and wells;
- Any proposed or existing utilities, including, but not limited to: storm and sanitary sewers,

irrigation laterals, irrigation canals, irrigation systems, ditches, drainage ponds, lakes, or other bodies of water, bridges, culverts, water mains, fire hydrants, and their respective profiles or indicated alternative methods. Note: Sub divider must contact utility companies and obtain their approval on preliminary plats. In addition, the Sub divider must provide proof of notification to the appropriate irrigation company, irrigation districts, and/or those downstream irrigators materially affected by the proposed subdivision;

- A copy of any proposed restrictive covenants and/ or deed restrictions or, if none, a statement that none are proposed;
- Any dedication to the public and/or easements, together with a statement of location, dimensions and purpose of such;
- Any additional required information for special developments as specified in this application;
- A statement as to whether or not a variance will be requested with respect to any provisions of this application describing the particular provision, the variance requested, and the reason therefore;
- A statement as to the anticipated effect of items set forth in paragraph 12 above will have on the health, safety and welfare of the residents of the proposed subdivision;

At the time of submission, a fee, set by the Board of the Madison County Commissioners, shall be paid by the sub dividers. That fee is as follows:

Subdivision application fee	\$300.00	<u>plus \$10 each lot over 20</u>
Lot line changes	\$200	
Plat survey fees	Actual costs of County Surveyor, plus 15%	
Sign Permits	Actual costs of signs, post and labor	
Copy of Subdivision Ordinance	\$10	

I UNDERSTAND:

- This application is subject to acceptance and scheduling by the Madison County Planning and Zoning Department upon determination that this application is complete.
- The applicant is responsible for demonstrating that the proposal meets all Madison County Ordinances including the Subdivision Ordinance, Zoning Ordinance, and the

Comprehensive Plan, as well as Idaho Code and the requirements of agencies.

- Fees are non-refundable.
- All information, attachments and exhibits are true to the best of my knowledge.

I agree that I have completed this application to the best of my ability and that nothing has been misrepresented in any way. I also agree to provide any and all information needed by the Madison County Planning and Zoning Department prior to the issuance of this permit.

Dated: _____

Property owner's signatures:

_____ Date

_____ Date

_____ Date

Signature of Applicant(s): _____

Fees \$ _____

Receipt Number _____

Date Received _____

Steps to proceed with a subdivision

1. Completed Application
Including:
 - i. Full legal description of parcel intended to be divided
 - ii. Deed showing ownership (if the applicant is not the owner on the deed than written consent is required by the person on the deed)
 - iii. Preliminary Plat Requirements:
 - o Name of subdivision
 - o Names, addresses and phone numbers of sub divider and surveyor
 - o Names and addresses of all adjoining property owners
 - o Must show public right-of-ways
 - o Statement of intended use of subdivision, i.e. single or two family dwellings
 - o One (1) inch to One Hundred (100) Scale
 - o Paper should be good quality 24"X24" minimum
 - o Must have north arrow
 - o Show drafting date
 - o Show streets
 - o A map of entire area to be subdivided if it will be in phases
 - o A map of the entire area within a half (1/2) mile of subdivision (scale

- o optional)
- o Statement of current land use and zoning of subdivision and surrounding area
- o Must show streets and street names, right-of-ways and road widths
- o Lot lines, dimensions and numbers, total number of lots per block
- o Show placement of well and septic with statement from health department as to placement being correct
- o Show any existing utilities, irrigation canals, laterals and drainage ditches, etc.
- o Show irrigation lines and access points for any lot of greater than one-half (1/2) acre in size
- o Show proof of notification to irrigation companies, irrigation districts and downstream irrigators
- o Show proof of notification to utilities of and have their approval on preliminary plats
- o Must submit copy of restrictive covenants or deeds
- o Show any body of water, ponds, lakes, rivers or streams
- o Give statement as to whether or not any or all of the subdivision is in a flood plain
- o Show and give elevation of any flood plain areas on and plat if there are any lots in the flood zone and show elevation for each lot
- o A statement as to if a variance would be needed for all or part of the subdivision
- o Show any slopes that are greater than 12% at 2 foot intervals
- o Incorporate any recommendations made by the Planning and Zoning Commission, GIS, and Planning and Zoning Staff

This is reviewed by:

- Planning & Zoning Staff (City of Rexburg/ City of Sugar City)
- GIS Staff
- County Planning & Zoning Staff
- Planning & Zoning Commission

2. Preview:

The applicant will be scheduled to meet with the Planning and Zoning board at which they will review and make informal recommendations to developer based on sketches.

3. Preliminary: (Planning & Zoning Public Hearing)

Developer must submit eight (8) copies of the preliminary plat and the submission fee to the Planning and Zoning Administrator. After the fees are paid, the developer will be scheduled for Public Hearing.

4. Final Review: *Final Mylar* (Three (3) copies are needed)

This is reviewed by:

- County/City Planning & Zoning Staff
- County Appointed Surveyor
- GIS Staff

5. Final: (County Commissioner Public Hearing) were you must attend and present your plans for development of the subdivision.

Final Plat Review

- Scale not less than 100' to inch
- Subdivision boundary (actual survey)
- Name of the owner
- Subdivision Name (Approved by GIS)
- Road Names
- North arrow
- Public Streets
- Privates Street (covenants)
- Minimum Lot Frontage 150 feet
- Lot Size
- Road width
- Copies (3) on Mylar
- Easements Shown on Plat
- Lot Numbers
- Block Numbers
- Open Areas
- Well Head and Septic Shown
- Flood Plain Shown if Applicable
- Any Corrections from P & Z Commission
- Meets P & Z Recommendations
- Existing Structures
- Watercourses
- Wetlands
- Poorly drained areas
- Sensitive plant & wildlife

- Rock formation
- Steep slopes
- Permanent/season high groundwater areas
- Unstable soils susceptible to erosion
- Soils suitable for development
- Show Lot Irrigation systems
- Show Lot Water Rights
- Order Street signs (P&Z)
- Signature Lines
- Prime Agriculture soil areas
- Corner Points in place

Signature Order for a subdivision plat

It is best to follow this order to avoid mistakes or changes.

1. Project Surveyor or engineer
2. Deed of Dedication– Property owner (signed & notarized)
3. Existing Property owners
4. County Surveyor or engineer
5. Health Department
6. Fire District
7. Irrigation District Release
8. Public Notary
9. Madison County / City of Rexburg / City of Sugar City Planning & Zoning
10. Madison County Commissioners or City Approval
11. GIS
11. Treasurer
12. County Recorder