



City of Buhl

Planning & Zoning Department

SUBDIVISION APPLICATION

PROPERTY OWNER INFORMATION

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address

_____ *City* _____ *State* _____ *ZIP Code*

Phone: _____ Email: _____

APPLICANT/REPRESENTATIVE INFORMATION

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address

_____ *City* _____ *State* _____ *ZIP Code*

Phone: _____ Email: _____

APPLICATION FEES
Please make checks paid to the order of "City of Buhl"
Preliminary Plat: <u>\$300.00</u>
Final Plat: <u>\$200.00</u>
Joint Preliminary & Final Plat: <u>\$350.00</u>

ATTACHMENT INCLUDED:
BUHL CITY CODE TITLE 9 CHAPTER 24 "SUBDIVISIONS"

The applicant may request that the subdivision application be processed as both a preliminary and final plat if all the following exist:

- The proposed subdivision does not exceed ten (10) lots;
- No new street dedication or street widening is involved;
- No major special development considerations are involved such as development in a floodplain, hillside development, or the like;
- All required information for both the preliminary and final plat is complete and in acceptable form; and
- The proposed subdivision is not in conflict with the comprehensive plan or any provision of the Buhl City Code.

A public hearing before the Planning & Zoning Commission is held for each plat application unless a joint application is submitted and paid for by the applicant. Approval is recommended to the City Council and separate public hearings before this governing body are held for final approval.



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PROJECT INFORMATION

- Address/General Location of Project: _____

Street Address

City _____ *State* _____ *ZIP Code* _____
- Current Land Use: _____
- Surrounding Land Use: _____
- Total Acreage: _____
- Number of Proposed Lots: _____

GENERAL INFORMATION

- Property Parcel Number: _____ (i.e. RP00S00E0000; This can be obtained from your tax information or at the Twin Falls County Assessor's Office).

- Legal Description: _____ (This can be obtained at the Twin Falls County Clerk's Office).
 Section: _____ Township: _____ Range: _____ Acreage: _____
- If in a subdivision:
 Lot: _____ Block: _____ Subdivision: _____
- Present Zoning Classification: Residential _____ Commercial _____
- Need to rezone? YES NO
- Proposed Zoning Classification(s): _____
- Comprehensive Plan Classification: _____



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APPLICANT CHECKLIST

Before acceptance/scheduling of the application, the applicant must provide the following:

PRE-APPLICATION PROCEDURE:

The applicant may submit a pre-application to enable the planning and zoning clerk to review and comment on the proposed subdivision.

SKETCH PLAN:

The pre-application shall include *at least* one copy of a sketch plan. The sketch plan must include a schematic representation of the entire proposed subdivision development scheme, detailing the following:

- General layout and approximate dimension of streets, blocks, and lots in sketch form;
- The existing condition and characteristics of the land on and adjacent to the proposed subdivision site.
- The areas set aside for schools, parks, and other public facilities.

PRELIMINARY PLAT APPLICATION PROCEDURE:

1. PRELIMINARY PLAT:

The preliminary plat should show the proposed improvements, drawn to a scale of not less than one inch to one hundred feet (1"=100'), and shall show the drafting date and indicate thereon by arrow the generally northerly direction, on paper no less than 24"x36".

2. ENGINEERING PLANS:

The engineering plan copies for public improvements such as streets, water, sewers, and sidewalks should contain sufficient information to ensure the proposed improvements comply with relevant regulations and standards.

3. WRITTEN APPLICATION:

A written request for approval of a preliminary development plan includes but is not limited to:

- Phased project
- Road maintenance agreement (if private)
- Water rights (if applicable)
- Storm-water runoff
- Geological impact
- Traffic impact
- Utilities
- Solid waste

4. INFORMATION REGARDING SPECIAL DEVELOPMENT AREA:

Special development areas such as hillsides, planned unit development, floodplains, cemeteries, mobile home parks, large-scale development, and hazardous and unique areas require appropriate information that details the proposed development.

5. SUBDIVISION NAME

Include: the location of the subdivision by section, township, and range

6. NAME OF DEVELOPER AND ENGINEER OR SURVEYOR:

Names, addresses, and telephone numbers of the owner, developer, and designer who prepared the plat.

7. NAME AND ADDRESSES OF ADJOINING OWNERS OF PROPERTY:

The name and address of all adjoining owners of property and residents within three hundred feet (300') of the external boundaries of the land being considered, whether or not bisected by a public right of way as shown on record in the Twin Falls County Assessor's Office.

8. LEGAL DESCRIPTION:

The legal description of the subdivision.



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9. STATEMENT OF INTENDED USE:

State the intended use (residential, commercial, industrial, recreational, or agricultural) and identify public use sites (parks, playgrounds, schools, churches, and other public facilities).

10. MAP OF ENTIRE AREA SCHEDULED FOR DEVELOPMENT:

A map of the entire area scheduled for development must be submitted, including the location of existing buildings, water bodies or courses, and currently dedicated streets where they adjoin and/or are immediately adjacent. No measured distances are required.

11. VICINITY MAP:

A vicinity map showing the relationship of the proposed plat to the surrounding area of a one-half (1/2) mile radius, scale optional. The tract's boundary lines of the tract, distances, and approximate acreage are included.

12. LAND USE AND EXISTING ZONING:

The land use and existing zoning of the proposed subdivision and adjacent land.

13. STREETS:

Provide information on location, names, right-of-way widths, and surfacing of streets, alleys, walks, curbs, gutters, and culverts on and adjacent to the tract, including adjoining roads. Also, specify the relationship to the nearest major streets in the area. Street names shall not duplicate any existing street name within the city or area of impact except where a new street is a continuation of an existing street.

14. LOT LINES AND BLOCKS:

Lot lines and blocks showing the dimensions and numbers of each parcel lot.

15. CONTOUR LINES:

Contour lines, shown at five-foot (5') intervals, where the land slope is greater than ten percent (10%) and at two-foot (2') intervals where the land slope is ten percent (10%) or less, referenced to an established benchmark, including location and elevation.

16. SITE REPORT:

A site report is required by the appropriate health district for individual wells or septic tanks.

17. PROPOSED OR EXISTING UTILITIES:

Any utilities proposed or already existing, such as storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culverts, water mains, fire hydrants, and their respective profiles. Also, please include utilities on and abutting the property. Additionally, indicate the water courses on or abutting the property, showing the direction of flow.

18. DEDICATIONS AND/OR EASEMENTS:

Any dedications to the public and/or easements, together with a statement of location, dimensions, and purpose of such. Easements: The location, width, and purpose of all easements, including those on and abutting the tract, should be provided.

19. ADDITIONAL REQUIRED INFORMATION:

Any additional required information for specific developments as defined by Title 9 Chapter 24 of the Buhl City Code.

Improvements: sidewalks, curbs, gutters, sewer drains, paved roads, and stormwater retention.

20. STATEMENT REGARDING VARIANCE:

A statement must be made about any variance requested under this chapter, specifying the provision, variance requested, and reasons.

21. STAKEHOLDER COMMENTS

For completion of this application, comment and/or approval is required from the following stakeholders/agencies. Please allow 30 days for their response.

- Buhl Highway District
Attn: Ted Beus



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1410 Main St Buhl, ID 83316
208-543-4298

- Idaho Department of Transportation (District 4 office)
Attn: Jesse Barrus, District Engineer
PO Box 2-A Shoshone, ID 83352
208-886-7800
- Twin Falls Canal Company
Attn: Jason Brown
PO Box 326 Twin Falls, ID 83303
208-733-6731
- Buhl Rural Fire Protection District
Attn: Chief Andrew Stevens
PO Box 505 Buhl, ID 83316
208-543-5664
- Buhl School District
Attn: Angie Oparnico, Superintendent
920 Main St Buhl, ID 83316
208-543-6436
- Buhl Police Department
Attn: Chief Jeremy Engbaum
203 Broadway Ave N Buhl, ID 83316
208-543-543-4200
- Twin Falls County Community Development Director
Attn: Jon M Laux, CFM
630 Addison Ave W STE 1100 Twin Falls, ID 83301
208-734-9490
- Buhl Post Office
Attn: Alyssa Soloaga, Postmaster
830 Main St Buhl, ID 83316
208-543-6152

FINAL PLAT PROCEDURE:

Once the preliminary plat has been approved or conditionally approved, the applicant can proceed with surveying the entire parcel or any portion of it. A final plat must then be prepared in compliance with the approved preliminary plat. The applicant is required to present the following documents to the planning and zoning clerk:

1. Three (3) copies of the final plat; and
2. Three (3) copies of the final engineering construction drawings for streets, water lines, sewers, sidewalks, and other public improvements.

FINAL PLAT CONTENTS:

1. WRITTEN APPLICATION:
A written application for approval of such final plat as stipulated by the governing board
2. PROOF OF CURRENT OWNERSHIP:
The applicant must prove control of the property for which the request is being made by providing **ONE** of the following:
 - Copy of Warranty Deed, **OR**



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- Copy of Earnest Money agreement, **OR**
- Copy of Contract of Sale, duly acknowledged by **BOTH Buyer and Seller**

3. **OTHER INFORMATION:**

Such other information as the planning and zoning clerk or governing board may deem necessary to establish whether or not all proper parties have signed and/or approved said final plat.

4. **CONFORMANCE WITH PRELIMINARY PLAT:**

The final plat map conforms to the approved preliminary plat and meets all requirements of conditions thereof.

5. **CONFORMANCE WITH BUHL CITY CODE:**

The final plat map meets all requirements and provisions of Title 9 Chapter 24 of the Buhl City Code.

6. **ACCEPTABLE ENGINEERING PRACTICES AND STANDARDS**

7. **BUILDING SITES OF EACH LOT ADJUSTED TO SETBACK REQUIREMENTS**

I hereby apply for the above permit and acknowledge that I have read this application and hereby certify that the information I have provided is correct.

Owner Signature

Date

Developer/Representative Signature

Date

The Administrator has the right to withhold official acceptance of the application until a thorough review is completed and all required information and fees have been submitted. The date of the public hearing before the Planning & Zoning Commission will be scheduled by the Administrator once a complete application is accepted.

OFFICIAL USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

P&Z HEARING

DATE: _____

APPROVED

DENIED

COUNCIL

HEARING DATE: _____

APPROVED

DENIED