



City of Jerome

152 East Ave A, Jerome, ID 83338

Phone: (208) 324-8189

Email: iclark@ci.jerome.id.us

Preliminary Plat Submittal Requirements

General:

1. One electronic copy and one paper set of the Completed Application and supporting documents.
2. Five Paper Sets of the Preliminary Plat, drawn in accordance with the requirements – 18" x 24" or 24" x 36" in size.
3. A CD with electronic copies of the Preliminary Plat and Plans in AutoCAD, AutoCAD map, Land Desktop, Civil Design or CAD program.
4. Fees Paid.
5. Detailed letter of explanation summarizing the project.
6. Narrative statement demonstrating that the proposed subdivision conform to the standards outlined in the Jerome Municipal Code.
7. Affidavit of Legal Interest completed by the legal owner of record

**Applications must be complete at time of submission.
Incomplete applications will not be accepted for review.**

Preliminary Plat Requirements

Preliminary Plans and Specifications (Submit Five Paper Copies and a CD with electronic copies in AutoCAD, AutoCAD map, Land Desktop, Civil Design or CAD program)

*See Jerome Municipal Code for standards

The preliminary plat must show the following:

A. Title (including the following)

- Proposed Subdivision Name
- County
- State
- Legal Description of the subdivision by section, township and range
- Date

B. Contact Information

- Names, addresses and telephone numbers of the sub dividers, the engineer or surveyor who prepared the plat, and any other professional person involved in the subdivision

C. Technical Information

- Scale (not less than 1" = 100')
- North arrow
- Legend
- Lot lines with dimensions
- Proposed Streets
- Street Name
- Numbering of lots and blocks
- Location and size of all common lots or lots to be dedicated for public use
- Location and size of all existing and proposed easements, both public and private
- Boundary of record for proposed subdivision
- Location of any intersecting boundary lines
- Names of adjoining subdivisions
- Lot dimensions and area

D. Development Features

- Land use and existing zoning of the subdivision and adjacent land
- Total area of proposed subdivision

- Proposed phasing plan of development, if proposed
- Map of the entire area scheduled for development if the subdivision is a portion of a larger holding intended for subsequent development
- Vicinity map showing the relationship of the plat to the surrounding area covering at least a four square mile area
- Statement of the intended use of the proposed subdivision (residential, commercial, etc.) and a showing of any sites proposed for parks, playgrounds, schools, churches or other public uses
- Copy of any proposed restrictive covenants and/or deed restrictions
- Copy of the transfer of all North Side Canal Company water stocks pertaining to the proposed subdivision to the City as trustee in accordance with Ord 994, 2006.

A. Rights-of-Way (Including Across Street and Adjacent Parcels)

- Location, width and grade of all existing and proposed public and private streets, along with the type of surface and the existence of any curb, gutter and sidewalks. Contact the Engineering Department for assistance with this information.
- Location, width and grade of all existing and proposed public and private alleys
- Cross Section of all existing and proposed rights-of-way
- Location and width of all existing and proposed sidewalks Existing and proposed street names (street names must be coordinated and approved by the Building Department)

B. Facilities

- Water Modeling Results which indicate the new subdivision can be developed in a manner that will provide an adequate water supply for domestic water and fire protection. Contact the Engineering Department for existing information.
- Sewer Collection Treatment Modeling results which indicate the new subdivision can be developed in a manner that will provide an adequate sewer service and sewer collection system capacity. Sewage treatment capacity shall be coordinated and approved by the City Wastewater Department.
- Location, size and direction of flow of all existing utilities, including, but not limited to, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culverts, water mains, fire hydrants, gas lines, power, telephone and streetlights. If utilities are not on or adjacent to the property, an indication of the direction and distance to the nearest utilities that can serve the subdivision shall be provided. Contact the Engineering Department for existing water, sewer and irrigation information.
- A statement as to what improvements will be made to existing utilities and what other on site improvements will be made.

C. Topography

- Intervals of not more than five feet for parcels with a general slope of greater than 20%, or

- Intervals of not more than two feet for parcels with a general slope of less than or equal to 20%, referenced to an established bench mark of the city vertical control system, including its location and elevation. Contact Engineering Department for City vertical control system information.

D. Hillsides (where applicable)

- Preliminary grading and drainage plans.
- Preliminary engineering soils report.
- Preliminary engineering geology reports.
- Preliminary hydrology reports.
- Preliminary revegetation report.

E. Floodplain (where applicable)

- 100 year floodplain boundary shall be shown on the plat.
- Show finish floor elevation for lots within the Floodplain Boundary.
- Show applicable flood plain map or information.

Final Plat Submittal Requirements

General:

1. One electronic copy and one paper set of the Completed Application and supporting documents.
2. Five Paper Sets of the Final Plat, drawn in accordance with the requirements – 18” x 24” or 24” x 36” in size.
3. A CD with electronic copies of the Final Plat and Plans in AutoCAD, AutoCAD map, Land Desktop, Civil Design or CAD program.
4. Fees Paid.
5. Narrative statement demonstrating that the proposed subdivision conforms to the standards outlined in the Jerome Municipal Code.
6. One paper copy of signed final plat.

**Applications must be complete at time of submission.
Incomplete applications will not be accepted for review**

Final Plat Requirements

The final plat must show the following:

A. Title (including the following)

- Proposed Subdivision Name
- County
- State
- Legal Description of the subdivision by section, township and range
- Date

B. Contact Information

- Names, addresses and telephone numbers of the sub dividers, the engineer or surveyor who prepared the plat, and any other professional person involved in the subdivision

C. Technical Information

- Scale (not less than 1" = 100')
- North arrow
- Legend
- Lot lines with dimensions
- Proposed Streets
- Street Name
- Numbering of lots and blocks
- Location and size of all common lots or lots to be dedicated for public use
- Location and size of all existing and proposed easements, both public and private
- Boundary of record for proposed subdivision
- Conformance with the approved preliminary plat and meeting all requirements or conditions thereof

D. Certifications and Signatures

- Certification block for the professional land surveyor
- Certification and signature block for the Central District Health Department
- Certification block for the property owner(s)
- Certification and signature block for the County Surveyor
- Signature block for the City Engineer
- Signature block for the Mayor
- Certification and signature block for the City Clerk
- Certification and signature block for the Jerome Highway District
- Certification and signature block for the Jerome County Treasurer
- Certification and signature block for the North Side Canal Company

E. Final Plans/Other

- The sub divider shall submit five paper copies of the final plans and specifications for streets, water, sewer, a master utility plan and other public improvements to be constructed for review and approval by City staff. Such plans shall be stamped by a professional engineer licensed in Idaho.
- A CD with electronic copies of all submission documents in AutoCAD, AutoCAD map, Land Desktop, Civil Design or CAD program
- Five Sets of Department of Environmental Quality (DEQ) stamped and approved plans accompanied by DEQ Approval Letter
- Cost Estimate in writing to determine cost of infrastructure and platting survey fieldwork stamped by a professional engineer licensed in Idaho
- Performance Bond and Legal Agreement Repair Guarantee
- City Right of Way Permit Application



City of Jerome

152 East Ave A, Jerome, ID 83338

Phone: (208) 324-8189

Email: iclark@ci.jerome.id.us

Affidavit of Legal Interest

State of Idaho)

) ss

County of Jerome)

I, _____

Printed Name

_____, _____, _____
Address City State

being first duly sworn upon oath, depose and say: (If Applicant is also Owner of Record, skip to B)

A. That I am the owner of record of the property described on the attached application, and I grant my

permission to _____

Printed Name

_____, _____, _____
Address City State

to submit the accompanying application pertaining to the property described on the attached application.

B. I agree to indemnify, defend and hold the City of Jerome and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, 20_____

Signature

Subscribed and sworn to before me the day and year first written above.

Notary Public for Idaho

Residing at: _____

My Commission expires: _____