

Submittal List for Preliminary Plats

Not a Complete List. Applications are site specific. See Title 10 of Valley County Code for Complete Details

- Neighborhood Meeting – Required for proposed subdivision with 5 or more lots. VCC 9-5H-1.D
- CUP/Preliminary Plat Application Form
- Preliminary Plat (VCC 10-3-2-3 Contents of Preliminary Plat)
- Notes on Face of Plat (not a complete list):
 - Private Road Declaration _____ (If private roads proposed.)
 - Declaration of Installation of Utilities _____
 - All lighting must be dark sky compliant.
 - Only one wood burning device per lot.
 - The Valley County Board of Commissioners have the sole discretion to set the level of service for any public road; the level of service can be changed.
 - Surrounding Land Uses Are Subject to Change
- A plot plan, drawn to scale, showing:
 - existing utilities, streets, easements, buildings,
 - all watercourses, including ditches, high water elevation, & known Base Flood Elevations (BFE)
 - any significant natural features (e.g., rock outcroppings, marshes, or wooded areas)
 - wetland delineation (may be required)
 - Soil profiles and water table data when property has potential for high groundwater
 - location of existing and proposed sewers, water mains, culverts, drainpipes, and electric conduits or lines proposed to service the property to be subdivided,
 - and the location of adjacent streets or existing structures that would affect the proposed improvement program, including pathways.
- [Commercial Subdivision]* A landscaping plan, drawn to scale, showing elements such as trees, shrubs, ground covers, and vines. Include a plant list, indicating the size, quantity, location, and name (both botanical and common) of all plant material to be used.
- [Prior to any Construction - Can be a condition of approval].* A site grading / storm water management plan detailing the best management practices for surface water management, siltation, sedimentation, and blowing of dirt and debris caused by grading, excavation, open cuts, side slopes, and other site preparation and development.
- [Administrative Request]* Existing site topography (contours with intervals of 5-ft or less)
- A phasing plan and construction timeline.
- A Wildland Urban Interface Fire Protection Plan (VCC 10-7)
- Draft CCRs may be included or may be submitted with final plat package.
- Well logs of wells located in surrounding contiguous property.
- A current title search report of the property from a licensed title company (1 copy only)
- Include written request of any variances (e.g., road width, length of cul-de-sac) and reasons why request is made.
- Names and mailing addresses of property owners within 300 feet of the property boundary. Information can be obtained through the Valley County GIS maps. (1 copy only)
- Ten (10) copies of the application and additional materials are required, unless otherwise specified. (3 Full size plats and 7 – 11"x17")
- One 8½ x 11" – 300 scale drawing of the proposed subdivision

Submittal List for Final Plats to PZ Commission

- Transmittal Letter (7 Copies of Letter and Attachments, can be double-sided)
 - Describing Request
 - Statement that “Final Plat Substantially Complies with Approved Preliminary Plat”
 - Description of Financial Guarantees that Will Be Put in Place, if applicable
 - Implementation of Wildland Urban Interface Fire Protection Plan and/or Financial Guarantee
- List of Conditions of Approval from recorded C.U.P. and how each has been completed (7 copies)
- Final Plat – VCC 10-3-3-2
 - 3 copies of 18” x 24”, including signature page
 - 10 copies of 11” x 17”, including signature page
 - Lot and Subdivision Closure Sheets (2 copies)
 - List of Proposed Road Names
 - Declaration of Private Road – Draft version
 - Declaration of Utilities – Draft version
 - CCRs if proposed – Draft Version. Include the following if relevant:
 - Septic maintenance
 - Long-term maintenance of Wildland Urban Interface Fire Protection Plan
 - 1 wood-burning device per lot
 - Dark-Sky lighting compliance
 - Noxious Weed Control
 - Address posting on home and at driveway entrance
 - Approved Site Grading/Storm Water Management from Valley County Engineer
 - Wetland Delineation or Letter of Map Revision (if required)
 - Floodplain Determination Note

Plat Process

- Pre-Application Conference (Recommended):** Put on Notice Concerning Sewer/Septic Challenges and other issues such as....Hydrologist Report for Well Logs, Private Road Declaration, Declaration of Installation of Utilities, CCRs, Site Grading Plan, Topographic Map, Landscaping Plan, Lighting Plan, Fire Protection Plan (Fire Districts), Construction Plan, Central District Health Response (Must make application to CDH), Wetland Delineation, Idaho Power, Development Agreement
- Submit Application:** Staff will review, place on agenda, and notice. Staff prepares a Staff Report.
- Public Hearing:** PZ Commission approves the conditional use permit and preliminary plat with conditions of approval.
- Construction or Financial Guarantees:** After CUP/preliminary plat approval and compliance with conditions of approval, the developer can start construction of the project. However, the developer may choose to financially guarantee the improvements prior to going to Board of County Commissioners.
- Final Plat – P&Z Commission:** Developer submits final plat information 30 days before public meeting. Include CCRs, Private Road Declaration, etc. The final plat must substantially comply with the approved preliminary plat.
- Development Agreement – Board of County Commissioners**
- Final Plat – Board of County Commissioners:** Developer submits plat and other documents that will be recorded. Prior to approval by the Board of County Commissioners, financial sureties must be in place. After approval of the Board, the plat can be recorded.