



# Minor Subdivision Application

Proposed Name of Minor Subdivision: \_\_\_\_\_

Total Area (Acres) \_\_\_\_\_ Number of Lots \_\_\_\_\_

Name of Existing Public Roadway: \_\_\_\_\_

### Applicant/Owner Information:

<u>Applicant/Authorized Agent</u> (Attach additional pages if necessary)	
Name: _____	
Address: _____	
City: _____	
State: _____	Zip: _____
Contact Phone # _____	
Email: _____	

<u>Property Owner of Record</u> (Attach additional pages if necessary)	
Name: _____	
Address: _____	
City: _____	
State: _____	Zip: _____
Contact Phone # _____	
Email: _____	

### Property Information:

Location of Property (physical address): \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_

Legal Description of Property: (Attach if Necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **REQUIRED SUBMITTALS:**

- 1. **Minor Subdivision Application and non-refundable fee.**
- 2. **Preliminary Plat (three (3) copies) [The plat shall be drawn to a scale clear enough to show detail, as determined by the county and shall be on paper no smaller than eighteen inches by twenty four inches (18" x 24")]**
  - A. Proposed Name of Subdivision
  - B. Location
  - C. Legal Description
  - D. Personal Information of subdivider (Names & Addresses of Subdivider), and the owners of the land immediately adjoining the land to be subdivided
  - E. Boundary Lines of the tract to be subdivided, including total acreage proposed for the subdivision
  - F. Dimensions of Features: The location, widths and other dimensions of all existing or platted streets and other important features including easements, railroad lines, watercourses (including irrigation canals and ditches), exceptional topography, bridges and buildings within or immediately adjacent to the tract to be subdivided
  - G. Power Lines & Storm Drains: Existing power lines, sanitary sewer, storm drains, water supply mains, and culverts within the tract and immediately adjacent thereto
  - H. Flood Hazard Boundaries according to the federal flood insurance administration maps
  - I. Location and Dimensions of Streets: The locations, widths, and other dimensions of proposed public streets, private streets, alleys, utility easements, parks, other open spaces and lots, with proper labeling of spaces dedicated to the public, or designated as private streets laid out so they will connect with existing streets without causing bottlenecks
  - J. North Point: North point, scale, and date
  - K. Lots: The proposed layout, dimensions, size and number of each lot.
  - L. Construction and Fencing
  - M. County Weed Plan: A plan developed in conjunction with the Cassia County Weed Department setting forth suitable methods, managements and practices for controlling weeds on and involved with the proposed development herein. Weeds shall be defined by state of Idaho noxious weed statutes, laws and regulations.
- 3. **Natural Features Analysis.**
  - A. Hydrology
  - B. Soils
  - C. Topography
  - D. Vegetation
  - E. Sensitive Plant and Wildlife Species
  - F. Historic Resources
  - G. Hazardous Areas
  - H. Impact on Natural Features
  - I. Map Features

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***(Natural Features Analysis Continued)***

- J. Other Supplemental Data: including but not limited to
  - i. Approximate location of any areas of fill
  - ii. The elevations of all corner points on the boundaries of the proposed plat
- 4. **Ground Water Quantity Information:** Adequate information must be provided to ensure that new or existing wells will provide sufficient water for the subdivision, without negatively affecting nearby property owners. The following are required:
  - A. Subdivisions served by a well on each lot: Documentation by an Idaho licensed professional engineer (PE) or geologist (PG) that the aquifer proposed for water supply has sufficient production capability to provide drinking water to all of the lots in the proposed subdivision, and that a location is available within each lot for installation of a well without conflicting with proposed sewage systems.
  - B. Subdivisions served by a new water system composed of one or more shared wells: Documentation by an Idaho licensed PE or PG that the sources proposed for water supply have sufficient production capability to provide drinking water to the lots in the proposed subdivision.
  - C. Subdivisions served by a new public drinking water system: DEQ written approval of an engineering report prepared by an Idaho licensed PE or PG demonstrating that an adequate water supply is available to meet the estimated demand for water from the lots in the proposed subdivision.
  - D. Subdivisions served by connection to an existing public water system: A letter from the owner of the system indicating it has sufficient reserve production capacity to supply water to the lots in the proposed subdivision.
  - E. At a minimum, available well logs within one-half (1/2) mile of the boundary of the site must be provided as part of the above submittals. For residential uses, one thousand five hundred (1,500) gallons per day, with a minimum flow of five (5) gallons per minute for four (4) hours, per residence, will be considered adequate if no more than one-half (1/2) acre of property will be irrigated. For low flow wells, storage may be provided to meet this requirement. If conformance with these requirements is questionable, the applicant shall secure an option for a secondary water source that does meet the requirements. If necessary to demonstrate compliance, the Commission may require additional information, such as historic and current static water levels in the area (2 copies).
- 5. **Districts & Utility Companies Comment:** Sub-divider submits copies of the preliminary plat to the applicable service providers for review and comment. Sub-divider shall provide to the planning and zoning department proof that these submittals were made to the applicable entities indicated herein:
  - Highway District and/or Idaho Department of Transportation
  - School District
  - Fire District
  - Fuel Company
  - Electric Company
  - South Central Public Health District
  - Irrigation District and/or Canal Company
  - Culinary Districts
  - Sewer District

6. List of Property Owners within three hundred feet (300') of the site.

Upon departmental review of the application, preliminary plat, and accompanying documentation for completeness, and after all required agency letters are received, the Zoning Administrator will schedule the matter for a thirty (30) day public comment period. Applicant will be notified of the public comment period information and shall provide public notice for the comment period in accordance with 10-3-7C4 of County Code. Attached to this application is a copy of County Code Title 10, Subdivision Ordinance, for the applicant's review and reference.

***Until all items listed herein are submitted to the satisfaction of the Zoning Administrator, any application made with the zoning department is deemed only to be lodged, but not to be filed.***

***Applications shall be considered and determined based upon the regulations existing as of the date of filing of the application, unless otherwise provided for by action of the Board of County Commissioners.***

**Applicant/Owner Certification:**

***I HEREBY CERTIFY that all information submitted for this application is true and accurate, is prepared to the best of my ability and knowledge, and request that this application be processed for consideration as a minor subdivision. Additionally, I hereby authorize agents of the county to enter upon this subject property for purposes of review concerning the pending application and for determining compliance with applicable county regulations.***

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**For County Office Use Only**

Date Application Received: _____	By: _____
Fee Received: _____	Check # _____
(Fee: \$500.00)	Application # _____