



Boise County
Land Development Application

FULL/LARGE FINAL PLAT APPLICATION REQUIREMENT CHECKLIST

Ref: Ordinance #2006-02, 12/6/2005, Chapter 5

IMPORTANT NOTE: YOUR APPLICATION WILL NOT BE SCHEDULED FOR A PUBLIC HEARING BEFORE THE PLANNING AND ZONING COMMISSION UNTIL ALL ITEMS REQUIRED BY ORDINANCE AND ANY CONDITIONS OF APPROVAL HAVE BEEN RECEIVED/VERIFIED UNLESS APPROVED OTHERWISE BY THE ADMINISTRATOR

SUBDIVISION NAME: _____

DEVELOPER: _____

FINAL PLAT APPLICATION

1. **FCO:** (Findings, Conclusion and Order) approving the Preliminary Plat signed by the Board of County Commissioners identified correction items. Include a copy of the FCO and any documentation/evidence verifying compliance with all "conditions of approval". Your application and hearing for Final Plat may be delayed pending verification of FCO correction items.
2. **Idaho Code Title 50, Chapter 13:** All provision required by code shall be met.
3. **Final Plat:** Shall conform substantially and materially to the approved Preliminary Plat.
4. **Face Notes on Plat:** Face notes will be specified in the final decision by the Board of County Commissioners. Contact the Administrator for a recommended list.
5. **Copies of Plat and Reports:** The Administrator shall determine the establish the number of copies of the Final Plat, application and associated reports required for submission. CALL FOR VERIFICATION. Minimum quantities.
 - a. Two (2) copies of all engineering and or agency reports specified by ordinance or identified in the FCO.
 - b. Two (2) paper copies, no larger than 18 X 27 inches unless approved in advance by the Administrator, of the Final Plat.
 - c. Twenty-Five (25) paper copies, 11 ½ X 17 of the Final Plat.
 - d. Two (2) paper copies 8 ½ X 11 of the Final Plat.
6. **Filing fees as set by Resolution of the Board:** The Board may assess additional fees that are necessitated by additional services required of the County Surveyor/Engineer as circumstances warrant.

Applicants signature: _____ Date: _____

Application accepted as complete by: _____ Date: _____

Information for Final Full/Large Subdivision Plat Approval

- Applicant provides evidence to the Planning and Zoning Office that all conditions of approval associated with the Preliminary Plat and Final Plat approval process have been completed and/or bonded.
- Applicant contacts the Planning and Zoning Office to schedule a final site walk over with the County Engineer to verify/certify completion of;
 - All improvements have been installed in accordance with the requirements of the Subdivision Ordinance and with the actions of the Board giving such completion of all required improvements; and/or
 - An acceptable financial guarantee of performance has been posted which is available to the county, and in sufficient amount to assure such completion of all required improvements.
 - Monuments and Markings: The requirements of Title 50, Chapter 13, Idaho Code, with reference to platting, shall be met before the final plat is accepted for filing. Any work required to be performed on the property to met such requirements shall be verified by the County Surveyor and a certificate of completion of such work given. The provisions of such applicable section of the Idaho Code as to monuments, stakes, and other markings together with the requirements set forth herein shall be considered minimum requirements as per Idaho Code 50-1302. Lot corner pins must be physically in place prior to recording the Final Plat as per Idaho Code 50-1331 and 1332.
- A copy of Recorded, CCR'S shall be provided to the Planning and Zoning Office.
- Applicant shall sign and have notarized the Final Plat mylar; layout must agree with what was approved.
- Applicant shall present the mylar of the Final Plat to the Central District Health Department for signature.
- Applicant shall present the mylar to the County Engineer/Surveyor for signature.
- Applicant shall pay all property taxes up to current and provide Planning and Zoning a copy of receipt.
- Applicant shall surrender the mylar to Boise County Planning and Zoning Office for processing. Final Plat layout must agree with what was approved.
- Boise County shall present the mylar to the County Assessor for signature and verification of legal description and boundary closures. .
- Boise County shall present the mylar to the County Treasurer for signature and to pay all property taxes.
- Boise County shall present Final Plat mylar to Board for signature.
- Boise County shall forward Final Plat for cronoflex processing. (approximately 10-14 days; applicant will be billed)
- Boise County surrenders Final Plat to Recorder Office. (applicant will be billed for recordation).
- Boise County notifies applicant the Subdivision Plat has been recorded.