



**Submittal Standards**

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the project: Include the following additional information in the project narrative: <ul style="list-style-type: none"> <li>➤ A statement of conformance with the approved preliminary plat and meeting all requirements or conditions thereof. If not in conformance, describe the proposed changes and why they are needed*</li> <li>➤ A statement of conformance with all requirements and provisions of the UDC</li> <li>➤ A statement of conformance with acceptable engineering, architectural and surveying practices and local standards</li> <li>➤ Note the approved annexation/rezone ordinance number and development agreement recorded instrument number (if applicable)</li> </ul>	Narrative
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner <b>(If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)</b>	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property (If this is a phased development, show this phase in relation to previously approved phases)	Vicinity Map

**Additional Requirements for Final Plat Applications:**

Description	Document Naming Convention
Copy of the approved preliminary plat (8 ½" x 11")	Pre-plat
Copy of the "final" Ada County Street Name Review	Street Name Approval
Submit a common drive exhibit that depicts setbacks, fencing, building envelope, and orientation of the lots and structures.	*Common Drive Exhibit
Submit an emergency access exhibit if the final plat exceeds 30 lots. <b>NOTE: If the emergency/secondary access is outside of public right-of-way and the plat boundary, a separate easement application is required to be submitted concurrently with the final plat application.</b>	*Emergency Access Exhibit
Detail of any proposed amenities (tot lot play equipment, etc.) Not required for Commercial/Industrial projects.	*Amenity Detail(s)
Storm drainage calculations must be submitted for <u>private</u> drives and parking areas within subdivisions.	*Storm Drainage Calcs
Applicant's engineer is required to submit a signed, stamped statement certifying that all street finish centerline elevations are set a minimum of three feet above the highest established normal groundwater elevation.	Engineer Statement

Submit cross section (civil plan drawing) of <u>private</u> street to the Planning Division (if applicable).	<b>*Private Street Cross Section</b>
<b>Final Plat - The following items must be included on the final plat:</b>	Final Plat
<ul style="list-style-type: none"> <li>• Approved plat name</li> </ul>	
<ul style="list-style-type: none"> <li>• Year of platting</li> </ul>	
<ul style="list-style-type: none"> <li>• Section location and county (situate statement)</li> </ul>	
<ul style="list-style-type: none"> <li>• North arrow</li> </ul>	
<ul style="list-style-type: none"> <li>• Scale of plat (not smaller than 1"=100')</li> </ul>	
<ul style="list-style-type: none"> <li>• Streets and alleys with widths and bearings</li> </ul>	
<ul style="list-style-type: none"> <li>• Street names</li> </ul>	
<ul style="list-style-type: none"> <li>• Consecutive numbering of all lots in each block, and each block numbered</li> </ul>	
<ul style="list-style-type: none"> <li>• Each and all lengths of the boundaries of each lot including curve and/or line table</li> </ul>	
<ul style="list-style-type: none"> <li>• Exterior boundaries shown by distance and bearing (heavier lines than streets and lots) including curve and/or line table</li> </ul>	
<ul style="list-style-type: none"> <li>• Description of survey monuments</li> </ul>	
<ul style="list-style-type: none"> <li>• Initial point and tie to at least two public land survey corners or, in lieu thereof, to two monuments recognized by the City Engineer or County Engineer or surveyor</li> </ul>	
<ul style="list-style-type: none"> <li>• Common area lots and/or landscape easements</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing and proposed easements (show graphically on the plat)</li> </ul>	
<ul style="list-style-type: none"> <li>• Pertinent notes for easements, restrictions, dedications, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• Basis of bearings</li> </ul>	
<ul style="list-style-type: none"> <li>• Land Surveyor signed seal</li> </ul>	
<ul style="list-style-type: none"> <li>• Land Surveyor business name and address</li> </ul>	
<ul style="list-style-type: none"> <li>• Legend of symbols</li> </ul>	
<ul style="list-style-type: none"> <li>• Adjacent platted subdivision names</li> </ul>	
Signature sheets of the final plat	Signature Sheet(s)
<b>Landscape Plan - The following items must be included on the landscape plan:</b>	Landscape Plan
<ul style="list-style-type: none"> <li>• Date, scale, north arrow, and project name</li> </ul>	
<ul style="list-style-type: none"> <li>• Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Stamp/signature of a landscape architect, landscape designer, or qualified nurseryman preparing the plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings</li> </ul>	
<ul style="list-style-type: none"> <li>• Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed</li> </ul>	
<ul style="list-style-type: none"> <li>• A statement of how existing healthy trees proposed to be retained will be protected from damage during construction</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, stormwater detention areas, signs, street furniture, and other man-made elements</li> </ul>	
<ul style="list-style-type: none"> <li>• Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours</li> </ul>	
<ul style="list-style-type: none"> <li>• Site Triangles as defined in 11-3A-3 of this ordinance</li> </ul>	
<ul style="list-style-type: none"> <li>• Location and labels for all proposed plants, including trees, shrubs, and groundcovers. Scale shown for plant materials shall reflect approximate mature size</li> </ul>	
<ul style="list-style-type: none"> <li>• A plant list that shows the plant symbol, quantity, botanical name, common</li> </ul>	

name, minimum planting size and container, tree class (I, II, or III).	
<ul style="list-style-type: none"> <li>Planting and installation details as necessary to ensure conformance with all required standards</li> </ul>	
<ul style="list-style-type: none"> <li>Location and drawing/detail of all proposed fencing</li> </ul>	
<ul style="list-style-type: none"> <li>Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: <ul style="list-style-type: none"> <li>➤ Width of street buffers, lineal feet of street frontage, and number of street trees</li> <li>➤ Width of parkways, lineal feet and number of street trees</li> <li>➤ Acreage dedicated for <i>qualified</i> open space (include detail of calculations)</li> <li>➤ Number of trees provided on common lot(s)</li> <li>➤ Mitigation for removal of existing trees</li> </ul> </li> </ul>	
<b>For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:</b>	
Submit an electronic version of the construction drawings in PDF format	Construction Drawings
Submit an AutoCAD file in compliance with the Specifications for Project Drawings located <a href="#">here</a> , of final engineering construction drawings for streets, water, sewer, sidewalks, irrigation and other public improvements with copies of the final plat attached. These drawings must be stamped and signed by a registered engineer/surveyor in the State of Idaho.	Autocad file

\*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.