



SHORT FORM PRELIMINARY PLAT APPLICATION

City Use

| | | | | |
|---------|------|------|----------|-------------|
| File No | Date | Fee* | Check No | Received By |
|---------|------|------|----------|-------------|

INFORMATION REQUIRED

1. NAME AND CONTACT INFORMATION OF THE LANDOWNER OR REPRESENTATIVE

| | |
|---------|----------------------|
| NAME | PHONE |
| ADDRESS | CELL FAX EMAIL |

2. NAME AND CONTACT INFORMATION OF DEVELOPER (IF NOT LANDOWNER OR REPRESENTATIVE).

| | |
|---------|----------------------|
| NAME | PHONE |
| ADDRESS | CELL FAX EMAIL |

3. NAME AND CONTACT INFORMATION OF THE PERSON PREPARING THE PLAT

| | |
|---------|----------------------|
| NAME | PHONE |
| ADDRESS | CELL FAX EMAIL |

4. NAME AND INFORMATION OF DEVELOPMENT

| | |
|-------------------------|------------------------|
| NAME | ACREAGE OF DEVELOPMENT |
| ADDRESS | ACREAGE OF PHASE |
| SHORT LEGAL DESCRIPTION | |

*The application fee must accompany the application submittal.

(SHORT FORM PRELIMINARY PLAT APPLICATION)

SIGNATURES REQUIRED

(SEE SUGAR CITY CODE 10-3-4; APPENDED TO THIS APPLICATION FORM)

Please sign and date the agreements below.

AGREEMENT TO ALLOW INSPECTION

The applicant or representative hereby grants permission to Sugar City officials to inspect the site described in the application.

Signature

Date

Position

OTHER ATTACHMENTS REQUIRED

Please prepare and attach the following additional documentation, as applicable.

| General Requirements | Yes | n/a | City Code Reference |
|---|-------|-------|---------------------|
| 1. A meets and bounds plan of the development prepared by an engineer. | _____ | _____ | 10-4-2 B |
| 2. Improvements such as streets, alleys, parks, easements, and other facilities requisite to plat approval. | _____ | _____ | 10-4-2 A |
| 3. Construction drawings of improvements to be made in the subdivision intended for recording. | _____ | _____ | 10-4-2 C |
| 4. A draft development agreement. | _____ | _____ | 10-3-4 B |

COPIES REQUIRED

Please include two large (24"x36") copies and one scalable digital copy of the full application with the application submittal.

FEES REQUIRED

Please include a check or money order for \$250, plus \$4 per lot or \$8 per acre - whichever is greater - with the application submittal.

SIGNATURE OF APPLICANT OR REPRESENTATIVE

The applicant or representative has read and understood section 10-3-4 and 10-4-2 of the Sugar City Code and accepts their conditions. The applicant or representative certifies that the information supplied in this application and its attachments is complete and accurate.

Signature

Date

Position

APPENDIX TO APPLICATION FOR PRELIMINARY SHORT APPLICATION PLAT APPROVAL

10-3-4: PLAT WITH SHORT APPLICATION:

The short application may be used when the subdivision meets conditions specified in this section. The regular application shall be used when the subdivision consists of more than four (4) tracts or otherwise does not meet conditions in this section.

- A. Short Application Described: The short application allows for subdivision using metes and bounds descriptions and without the final plat phase.
1. The subdivision has four (4) or fewer tracts.
 2. No new street dedication or street widening is involved.
 3. Board review is not required as part of design review.
 4. The subdivision is not part of a larger tract that may be subdivided.
 5. No special considerations are involved such as floodplain, hillside, environmental concern, or historical concern.
 6. Approval of the subdivision is consistent with the intent of this title, the Comprehensive Plan, Title 9, "Zoning Regulations", of this code and other applicable regulations.
 7. Public interests are preserved, including offset improvements such as curb and gutter or sidewalk and street surfacing.
- B. Application Contents: The application shall include the short form for subdivision, satisfy relevant requirements from the list in section 10-4-2, "General Requirements", of this title and include a draft development agreement.

C. Processing A Short Application:

1. **Criteria For Consideration:** Criteria for considering a short application include those listed in the Description in subsection A of this section and others relevant to the situation, such as impact in the immediate locale or concerns of city departments or agencies.
2. **Action By The Planning And Zoning Commission:** After review by departments and agencies, the administrator shall place the application on the agenda of the next regular meeting of the planning and zoning commission. Within twenty one (21) days following such meeting, the planning and zoning commission shall act to recommend approval, conditional approval, or denial of the application.
3. **Action By City Council:** After receiving the recommendation of the planning and zoning commission, the city council shall, within twenty one (21) days, approve, conditionally approve, or deny the application.
4. **Time Limits For Administrative Action:** Time limits for administrative action may be extended by mutual consent between the applicant and the relevant governmental instrumentality. (Ord. 275, 2- 28-2008)

10-4-2: GENERAL REQUIREMENTS:

The applicant shall be responsible for the following:

- A. Improvements such as streets, alleys, parks, easements, and other facilities requisite to plat approval.
- B. Providing plans prepared by an engineer.
- C. Providing to the city, prior to recording, construction drawings of improvements in the phase of the subdivision intended for recording.
- D. Providing to the city a guarantee of improvements:
 1. Improvements to be constructed and/or installed within two (2) years of final plat approval, unless extended for one year by mutual consent.
 2. Guarantee of one hundred fifty percent (150%) of estimated cost as determined by the city engineer and including one or more of the following security arrangements, as approved by city council:
 - a. Deposit with an escrow agent or trust company, a cash deposit, certified check, or irrevocable bank letter of credit.
 - b. Escrow time for periods specified for various improvements.
 - c. By mutual consent, an agreement for progressive reductions of the security amount upon completion of construction or installation stages.
 3. Maintenance agreement, for not less than one year and not more than five (5) years, covering construction, installation, and operation of required improvements.

- a. The maintenance agreement is subject to approval by city council.
- b. The agreement includes time periods, responsibilities, and financial security.
- c. The financial security may be in the form of a cash deposit, certified check, negotiable bond, irrevocable bank letter of credit, or surety bond.
 - (a) An escrow agreement shall be drawn and furnished by the city.
 - (b) A bond shall be a surety company authorized to do business in Idaho.
 - (c) A bond shall accrue to the city and shall cover construction or installation, operation, and maintenance of specified improvements (ord. 275, 2-28-2008)