

## PRELIMINARY PLAT/PLAN SUBMITTAL PURPOSE

The purpose of the preliminary plan submittal is to require formal preliminary approval of a subdivision or project as provided herein in order to minimize changes and revisions which might otherwise be necessary on the final plans. The preliminary plans and all information and procedures relating thereto shall, in all respects, comply with the provisions of these Public Works Standards and any other applicable City ordinances, local, and State regulations.

## REQUIREMENTS FOR PRELIMINARY PLAT/PLAN

Three (3) Plan Set copies must be submitted to the City to receive preliminary review. The Plat/Plan Review process will take no less than fifteen (15) days. If the Preliminary Plat/Plan Drawings and required information are not complete, or do not meet the minimum Victor City requirements, the Staff will deny the Preliminary Plat/Plan. Denied projects will not be placed on the agenda for Planning and Zoning Commission review. Only when the minimum requirements are met will a project be placed on the agenda. All items for review must be submitted at least fifteen (15) days before a Planning and Zoning Commission meeting.

The preliminary drawings shall be prepared, stamped and signed by a professional engineer licensed by the State of Idaho. Each preliminary plan drawing shall include a north arrow, project name, name and number of engineer preparing the drawings and the sheet name (i.e. site plan, grading, plan & profile, etc.). The preliminary plans submitted shall include the following information:

## I. TITLE SHEET WITH LOCATION MAP

- A. Drawn to the scale of one inch equals 1,000 feet.
- B. Provide vicinity map showing proposed location of the project within the City.
- C. North Arrow.
- D. Subdivision/Project name.
- E. The name and phone number of engineering firm preparing the project drawings.

II. SUBDIVISION OR DEDICATED PLAT: *Lot Split and Subdivision Regulations* is the Victor City ordinance governing the preparation of subdivisions and dedicated plats in addition to the list shown below. This ordinance is available at the City Offices.

- A. Subdivision or dedicated plat shall be prepared, signed and stamped by a Professional Land Surveyor licensed by the State of Idaho.
- B. The location of and dimensions to the nearest benchmark or monument.
- C. The boundary lines of the proposed subdivision or project indicated by a solid heavy line and the total approximate acreage that is encompassed therein.
- D. Show all property under the control of the developer(s), although only a portion is being developed. When the plans submitted cover only a part of the developer's project, a sketch of the prospective street system of the unplatted parts of the developer's land shall be submitted. The street system of the part submitted shall be considered in the light of existing master street plans or other Planning Commission studies.
- E. The location, width and names of all existing streets within two hundred feet of the project and of all prior platted streets or other public ways, railroad and utility rights-of-way. The plat shall also include parks and other public open spaces, permanent buildings and structures, houses or permanent easements and section and corporation lines, within and adjacent to the tract.
- F. Boundary lines of adjacent tracts of unsubdivided land, showing ownership, where possible.
- G. Other conditions on the adjacent land must be on the preliminary drawings. Indicate approximate direction and gradient of ground slope. Show in the drawings any embankments, retaining walls, buildings, railroads, power lines, towers, nearby non-residential land uses of adverse influences of adjacent properties. Show ownership of adjacent unplatted lands.
- H. Zoning on and adjacent to the project.
- I. Ground elevation of the site.
- J. Required building setback lines:

1. Front setbacks
  2. Side setbacks
  3. Rear setbacks
- K. Other right-of-way easements
1. Location
  2. Width
  3. Purpose
- L. Lot information (where applicable):
1. Lot dimensions and layout
  2. Lot numbers
  3. Address numbers

### III. SITE PLAN/PROJECT OVERVIEW MAP

All proposed public improvements shall be in accordance with the City's design and construction standards. The project drawings must reference these standard plans or a detail sheet must be provided in the drawings to show any deviations from the standard drawings. All proposed improvements shall show tie-ins to any existing improvements.

- A. Public Improvements:
1. Existing and Proposed Public Improvements must be shown on Preliminary Drawings. Show Public Improvements such as roads, storm drains, water, sewer, gas, electric or other major improvements planned for future construction on or near the project.
  2. Sites, if any, reserved or dedicated for public uses such as schools, parks or playgrounds.
- B. Other conditions on the tract must be provided on the preliminary drawings. Show the location of all special conditions of the property such as water courses, marshes, rock outcropping, wooded areas, houses, barns, shacks, isolated preserveable trees (1-foot diameter or larger at 1-foot above the ground level) and other significant features.
- C. Preliminary road plans shall include the following:
1. Proposed street names approved by the City and Teton County.
  2. Street right-of-way widths and pavement cross-sections
  3. Approximate street grades and gradients.

### IV. DRAINAGE AND GRADING PLAN

- A. Plan drawn to scale not smaller than 100 feet to the inch, showing the road(s) and lot layout or site plan.
- B. Topography at 1 foot minimum contour intervals.
- C. Show any existing wetlands.
- D. Areas of grading and earth moving with erosion control plan.
- E. Location of existing watercourses, canals, ditches, springs and culverts.
- F. Location of any 100 year flood plain as designated by the Federal Emergency Management Agency (FEMA).
- G. The developer shall investigate the existing and proposed use of any irrigation ditch or canal within the project limits to determine if they are to be perpetuated. If the irrigation system is to be continued, the developer is responsible to contact the water right holders or canal company to obtain their requirements for protection of the irrigation system.
- H. The discharge of storm water into irrigation ditches shall not be allowed without special approval from the City. If an irrigation ditch is to be used as a storm water receptor, secure an agreement from the irrigation Ditch Company that the company will accept responsibility for receiving the water.
- I. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities and off-site drainage facilities planned to accommodate the project drainage. Drainage plans are to facilitate peak flow for the 25-year, 24-hour storm event. An off-site discharge rate of 0.2 cfs per acre of the gross project

area is permitted included with hydraulic and hydrologic calculations. All detention basins are to facilitate the 100-year, 24-hour storm event. Adequate spillway provisions must be provided to pass the storm water in excess of the 100-year, 24-hour storm event.

- J. Public water shall not be discharged onto or through private property without the appropriate easement. An easement with the right of access conveyed to the Victor City shall be provided whenever conveyance systems are constructed in lands of private ownership. A minimum easement width of twenty feet centered on the drain is required. The width may be in excess of the minimum when situations require.
- K. In the event that proposed construction shall direct surface or storm water runoff to properties or facilities owned and maintained by agents other than the Victor City, written proof of permission, or approval from these agents must be provided prior to acceptance of drainage concepts, and subsequent issuance of City drainage approval.
- L. It is City policy and the developer’s responsibility wherever attainable to restore, protect and maintain the chemical, physical, and biological integrity of City and State waters and to restore their beneficial uses. To do so, drainage design shall address the treatment of surface and storm water runoff, both wet-weather and dry-weather discharges.

V. DETAIL SHEET

Detail sheets and/or references to the Victor City Public Works Standards.

VI. PRELIMINARY PLANS – OTHER DOCUMENTS

The developer shall provide the following documents with the application:

- A. Hydraulic and hydrologic storm drainage calculations.
- B. When subdivision roads intersect state highway properties and where subdivisions access off state highways, written consent must be granted by the Idaho Department of Transportation. Also, include any written agreements with adjacent property owners, irrigation companies, Teton County Flood Control, etc., regarding conveyance systems or other matters pertinent to approval.
- C. Traffic studies when required by the Planning Commission or City Engineer.

Construction should not start on a subdivision project or submitted projects until the Planning and Zoning Commission grants full final approval and the Planning Commission Chairperson has signed the plat. Final and preliminary approval for new subdivisions or submitted projects will not be considered at the same time. A preliminary submittal may cover the entire project for approval with smaller phases of construction being submitted for final approval and constructed individually.

**PRELIMINARY PLAN SUBMITTAL CHECKLIST**

DRAWINGS: 24”x36” format (3 copies) - 11”x17” (6 copies)

- Title Sheet with Location map
- Subdivision Plat or Dedication Plat (as required)
- Site Plan(s)/Project Overview Map(s)
- Drainage and Grading Plan
- Detail Sheets and/or reference to Victor City Public Works Standards

OTHER DOCUMENTS: 8½”x11” format (2 copies)

- Storm Drain Calculations (As required)

- Written Approvals (irrigation companies, etc., as required) Post Office
- Current List of Adjacent Landowners
- Traffic Study (as required) (ITD recommendations when applicable)
- Public Entities Contacts and Responses

ELECTRONIC FORMAT:            Compact Diskette (CD)

- Computer files of plat (compatible with City's AutoCAD mapping system, ACAD 2000, ACAD 2004)

NOTE:        1.        All plans must be submitted to the Victor City's Planning & Zoning Administration at the City Offices.

VICTOR CITY  
P.O. Box 122  
32 Elm Street  
Victor, ID 83455

- Everything must be complete and checked off prior to placement on the P & Z agenda for preliminary plat.