

Preliminary project plat/plans must have been submitted and approved by the Planning and Zoning Commission before proceeding with Final Plat/Plan submittal. The Final Plat/Plan may cover only a portion of the approved preliminary plat/plan, which the Developer proposes to record and develop at one time. All required conditions of the preliminary approval must be reflected in the Final Drawings.

FINAL PLAN SUBMITTAL PURPOSE

The purpose of the Final Plat/Plan submittal is to require formal approval by the Planning and Zoning Commission and City Council before a subdivision plat is recorded in the office of the County Recorder or a conditional use project is developed. The Final Plans and all information and procedures relating thereto shall, in all respects, comply with the provisions of these Public Works Standards and any other City ordinance, local, and State regulations. The Final Plans and construction drawings shall be submitted and shall conform, in all respects, to those regulations and requirements specified during the preliminary plat procedures.

REQUIREMENTS FOR THE FINAL PLAT/PLAN

The final drawings shall be prepared, stamped and signed by a professional engineer licensed by the State of Idaho. Each final 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 Final Plat/Plan submittal shall include the following information:

I. TITLE SHEET WITH LOCATION MAP

- A. Drawn to scale of 1,000 feet to the inch.
- 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. The following information shall be included on all final subdivision plats or conditional use projects (where applicable).
 1. North point, scale of the drawing, the date of preparation and any revisions with dates.
 2. Accurately drawn boundaries showing the bearings and dimensions on all boundary lines of the subdivision or project. These lines shall be slightly heavier than the street and lot lines. The boundary survey shall be of second order accuracy. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground shall close within a tolerance of one foot to 10,000 feet of perimeter. Elevations shall be referenced to nearest Teton County benchmark.
 3. The adjoining corners of all adjoining subdivisions shall be identified by lot and block numbers, subdivision name and place of record or other proper designation.
 4. The names, widths, lengths, bearings and curve data on centerlines of the proposed streets, alleys and easements; including bearing and distance of straight lines, and central angle, radius and arc length of the curves; and such information as may be necessary to determine the location of the beginning and ending points of curves.
 5. All proposed streets shall be named or numbered in accordance with, and conform to the adopted street naming and number system of Victor City and Teton County. Individual lots shall be assigned after final plat.
 6. The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, central angles, radius

- and arc length of curves, and such information as may be necessary to determine the location of the beginning and ending points of curves.
7. All lots and blocks, and all parcels offered for dedication or any purpose shall be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. Parcels offered for dedication, other than for streets or easements, shall be designated by letter. Sufficient linear, angular and curve data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. In general, all remnants of lots below minimum size must be added to adjacent lots, rather than allowed to remain as unusable parcels.
 8. The plat shall show fully and clearly all stakes, monuments and other evidence indicating subdivision boundaries, street intersections, individual lot corners and any other monument used in establishment of lines, grades and curves of the plat.
 9. Sheets shall be so arranged that no lot be split between two or more sheets. No ditto marks shall be used for dimensions.
 10. The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated, and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within 50-feet of the subdivision shall be shown with dotted lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such street to such existing streets shall be accurately shown.
 11. Fine dashed lines shall show the sidelines of all easements. The widths of all easements and sufficient ties thereto, to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified. All lots shall have easements as required by the Subdivision Ordinance.
 12. Plat shall include a statement that each and every owner of any interest in a private roadway shall be jointly and severally responsible for the maintenance and repairs to the roadway. The City shall have no responsibility or liability for the maintenance of, or repair to, any private roadway.
 13. Sewer "Will Serve" letter from the City.
 14. Any other requirements required by the County Recorder must be met.
- B. The first sheet of the plat, below the title, shall show the name of the licensed land surveyor, together with the date of the survey, the scale of the map and the number of the sheets. The following certificates, acknowledgements and descriptions shall appear on the first sheet of the final plat, and may be combined, where appropriate.
1. A description of all property being subdivided with reference to maps or deeds of the property shall have been previously recorded or filed. Each reference in such description shall show a complete reference to the book and page of records of the County.
 2. Certification of survey by a licensed land surveyor.
 3. Owner's dedication which shall "warrant and defend and save the City harmless against any easements or other encumbrance on a dedicated street which will interfere with the City's use, maintenance and operation of the street".
 4. Notary Public's acknowledgement.
 5. City Planning Commission's certificate of approval.
 6. City/County Health Department's certificate of approval.
 7. City Engineer's certificate of approval.
 8. Mayor's certificate of acceptance.
 9. City Attorney's certificate of approval.
 10. A one-and-one-half by five-inch space in the lower right hand corner of the drawing for the County Recorder's use.
- C. Addressing: The City shall provide addresses to be shown on the final plat for all building lots using the City Master Address Grid.

1. Streets that back-track loop or are longer than 600 feet and curve more than 30 degrees from original heading shall be assigned at least two separate names.
2. Names of streets will not be allowed to continue in more than one bearing (either due North to South or due East to West, but not both).
3. All street names will be verified with the County before assigned in order to avoid duplication.
4. Proposed street names that sound very similar to existing names or street names that have unconventional spellings shall be avoided.
5. Proposed street names are encouraged to have the following characteristics:
 - a. Historic significance
 - b. Sense of place
 - c. Traditional, i.e., minerals, trees, wildlife
 - d. Compatibility with adjacent streets
6. Proposed street names shall not be longer than 17 letters and spaces so they may be legible on a standard city street sign.
7. To minimize confusion, the following type of proposed streets shall be named:
 - a. Streets that change direction.
 - b. Loop or horseshoe streets.
 - c. Streets that have intersection coordinate changes.
 - d. Cul-de-sacs.
 - e. Dead-end streets that will likely be extended into one of the above street types.
8. Proposed street names and street types should be matched as follows:
 - a. Boulevard – arterial.
 - b. Drive, Road – streets longer than 1,000 feet.
 - c. Way – curvilinear streets longer than 1,000 feet.
 - d. Street, Avenues – straight directional streets.
 - e. Lanes – short secondary connecting streets.
 - f. Circle, Court, Place, Cove – cul-de-sacs and dead-end streets.

Please note the previous numbers 1, 2, 4, 7, 8, & 14 have been removed. (This is for the Staff and will not be in the final)

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 plans. All proposed improvements shall show tie-ins to any existing improvements.

The scales and elevations referenced to the nearest Teton County benchmark must be shown. The Drawings should contain necessary information to verify all of the design standards, monuments, signs and other required improvements, including, but not limited to, road cross sections, storm drainage, landscaping, street lights and contour lines.

- A. Roadways: *Performance Standards* is the Victor City ordinance governing the design of roadways in addition to the list shown below. This ordinance is available at the City Offices.
 1. All street cross sections shall conform to the Victor Standard Details shown in the Development Drawings section of this manual.
 2. Signing and striping for new streets shall be in accordance with the Federal Highway Administration (FHWA) and Manual on Uniform Traffic Control Devices (MUTCD).
 3. No more than two cross streets shall intersect at any intersection.
 4. No half-streets shall be permitted. The Developer is responsible for full development of the street to serve a subdivision or conditional use project.
 5. Dead End Streets:

- a. Dead end streets of length greater than 150 feet shall be required to have an all weather surface turn-around with a minimum outside radius of forty five (45) feet in residential areas and sixty (60) feet in commercial and industrial areas at the closed end.
 - b. Temporary ends of street in phased development must provide the width and all weather surfaces but may omit curb and gutter on a turn-around.
 - c. A Temporary Turn-Around Easement shall be required on the final dedication plat denoting the diameter of the turn-around as temporary until the road is extended at a future date. The dedication of the temporary turn-around must be signed by the property owner on which the turn-around is located.
- B. Lots: *Lot Split and Subdivision Regulations* is the Victor City ordinance governing the design of lots in addition to the list shown below. This ordinance is available at the City Offices.
1. Numbers to identify each lot or site and block.
 2. The lot sizes, width, depth, shape and orientation shall be appropriate for location of the subdivision and for the type of development and use contemplated.
 3. The lot dimensions and areas shall conform to the requirements of the zoning ordinance.
 4. Lots abutting a watercourse, drainage way, channel or stream shall have a minimum width or depth as required to provide an adequate building site and to afford the minimum usable area required by ordinance for front, side and rear yards.
 5. All corner lots shall be sufficiently larger than others so as to allow for buildings setback lines on both streets as provided by City Code.
 6. Double frontage and reverse frontage lots shall be avoided except where essential to provide separation of residential development from highways or primary thoroughfares or to overcome specific disadvantages of topography and orientation.
 7. Side lots shall be substantially at right angles or radial to street lines.
 8. Purpose for which sites, other than residential lots, are dedicated or reserved.
- C. Public Utilities:
1. All Existing and Proposed Public Improvements must be shown on the Final Drawings. Show public improvements such as storm drains, water, sewer, gas, electric or other major improvements planned for construction on or near the project.
 2. All utility services lines for electrical power, streetlights, cable television, natural gas and telephone service shall be placed underground within public utility easements dedicated on the final plat or as secured by recorded easements throughout a subdivided area.
 3. All utility lines shall be parallel to, but not less than **12** inches from, the property lines.
- D. Sidewalks:
- Standard sidewalks shall be concrete and a minimum of 60-inches in width and conform to the City's construction standards.

IV. GRADING AND DRAINAGE 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 2 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. In the event that an irrigation ditch or canal is to be piped or covered, the size, type, slope spacing of cleanout structures, etc....will be specified on the Drainage Plan and shall be in accordance with Victor City Public Works Standards and sound engineering practice. The water right holders, their representative, or the Irrigation Company shall approve all related construction.
- H. The discharge of storm water into irrigation ditches shall not be allowed without special approval from the respective owner as well as the City. If an irrigation ditch is to be used as a storm water receptor, a written agreement must be secured from the Irrigation Ditch Company that the company will accept responsibility for receiving the water. If the City and the Irrigation/Canal Company approve a ditch or canal, to transport storm water, a hydraulic investigation shall be required to demonstrate the ditch or canals capacity to accept the storm drainage.
- I. For private construction, all retention storage, sump storage and groundwater recharge areas must be located on private property only, and designed to contain and dispose of the estimated runoff from a 100 year, 24 hour storm event over the entire gross aggregate project area.
- J. In the event that percolation or infiltration is considered in the design of storage volumes, written proof shall be submitted documenting the performance and results of acceptable percolation and groundwater tests within the area. A bound copy of the soil analysis report should be prepared and presented with related drainage submittals for review. All drainage facilities shall be constructed in conjunction with the construction of street or surface improvements. Adequate safety and maintenance precautions shall be addressed in the design. In addition, written notice shall be submitted freeing the City from any maintenance responsibility or liability.
- K. 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 public 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.
- L. 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.
- M. 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.

- PROFILE SHEETS

- A. Road Profile: *Lot Split and Subdivision Regulations* is the Victor City ordinance governing the design of roadways in addition to the list shown below. This ordinance is available at the City Offices.

The Road Profile shall include the following information:

1. Existing Surface Profile and Grades shown with dashed lines.
2. Centerline/TBC Profile and Grades.
3. Appropriate elevations along the Road Profile.
4. Stationing of appropriate points along the Road Profile.
5. Vertical curves and information necessary for the calculation of vertical curves shall be shown on the Road Profile.
6. Utility relocations shall be shown in the Road Profile.
7. Tie-ins to existing roads shall be shown in the Road Profile.

V. DETAIL SHEETS

Detail Sheets and/or reference to Victor City Public Works Standards are required for all details.

VI. FINAL PLAN SUBMITTAL – OTHER DOCUMENTS

The Developer shall provide the following documents with the application:

- A. Hydraulic and hydrologic storm drainage calculations. (As required)
- B. When subdivision roads intersect state highway properties and where subdivision 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, County Flood Control, etc., regarding storm drainage or other matters pertinent to approval.
- C. Traffic study, when required by the Planning Commission or City Engineer.
- D. Soils report demonstrating the subsurface conditions and recommended pavement designs for the project.

VII. ELECTRONIC FORMAT

The applicant shall submit a computer file of the plat on compact diskette (CD). The file must be compatible with the City's AutoCAD mapping system. (i.e. ACAD 2000, 2004)

IX. ADDITIONAL INFORMATION

A. Street Name and Traffic Control Signs:

1. The cost of all street name and traffic control signs shall be born by the Developer. Street name signs must be installed prior to final inspection and approval of improvements.
2. All traffic control signs and striping must be in accordance with the Federal Highway Administration (FHWA) and Manual on Uniform Traffic Control Devices (MUTCD).

B. Monuments and Markers:

1. Street survey monuments shall be set at each street intersection point and angle point of the centerline. Street survey monuments shall be a brass cap set in concrete, installed under a cast iron ring and lid set to finished road grade. The Developer's surveyor will be responsible for survey, installation and checking of accuracy for all monuments being installed within the development.
2. Lot corners shall have markers of steel bars at least ½-inch in diameter and 24-inches long, tagged with the surveyor's number set 2-inches above finished grade.
3. Subdivision boundary markers shall be set at all boundary corners, angle points and points in between if distances between monuments are greater than ¼-mile. Boundary markers shall be a 2-inch diameter pipe and a minimum of 24-inches long set in a 6-inch diameter hole filled with concrete.

C. Required Improvements:

1. Culinary Water Systems - Building permits will not be issued until culinary water systems have been constructed, tested, approved, and accepted by the City, the local Fire Marshal, and the Idaho Department of Environmental Quality. All testing results and acceptance notices shall be submitted to the City.
2. Roadways - Building permits will not be issued until roadways have been constructed in accordance with the City Standards to the finished grade complete with compacted base course material.

FINAL SUBMITTAL CHECKLIST - DRAWINGS: (3 copies)

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

OTHER DOCUMENTS: 8½"x11" format (3 copies)

- Storm Drain Calculations (As required)
- Written approvals (ITD, irrigation companies, City of Driggs, Postmaster, Fire District, etc., as required)
- Traffic Study (as required)
- Soils Report

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
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