



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 proposed project: <ul style="list-style-type: none"> ➤ Address whether or not a variance will be requested with respect to any provision of the ordinance describing the particular provision, the variance requested, and the reason thereof ➤ Development features and/or commitments by the applicant ➤ Description of any covenant or deed restrictions that support the proposed development. (e.g., larger rear setback to buffer adjoining properties, etc.) 	Narrative
Legal description of the subject property (Lot, Block, and Subdivision name if located in a recorded subdivision OR a metes and bounds legal description of the property if not in a subdivision)	PP Legal Description
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (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.)	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map
Approval of the proposed subdivision name from the Ada County Surveyor's office	Subdivision Name Approval
Preliminary Plat The following items must be included on the preliminary plat:	Pre-plat
<ul style="list-style-type: none"> • Date, scale, north arrow, and proposed subdivision name (Do not use numbers in preliminary plat names.) 	
<ul style="list-style-type: none"> • Section location and county (situate statement) 	
<ul style="list-style-type: none"> • Name, address and phone number of owner(s), applicant, and engineer, surveyor or planner who prepared the preliminary plat 	
<ul style="list-style-type: none"> • Proposed site(s) for parks, playgrounds, schools, churches or other public uses 	
<ul style="list-style-type: none"> • Proposed common area lots and/or landscape easements 	
<ul style="list-style-type: none"> • Streets, street names, rights-of-way and roadway widths, including adjoining streets or roadways (details on plan) 	
<ul style="list-style-type: none"> • Proposed and existing lot lines and blocks showing scaled dimensions and numbers of each 	
<ul style="list-style-type: none"> • Legend of symbols 	
<ul style="list-style-type: none"> • Minimum residential house size (for R-2 and R-4 zones only) 	
<ul style="list-style-type: none"> • Contour lines shown at 5' intervals where land slope is greater than 10% and at 2' intervals where land slope is 10% or less, referenced to an established benchmark, including location and elevation 	
<ul style="list-style-type: none"> • Any dedications to the public and easements together with a statement of 	

location, dimensions and purposes of such	
<ul style="list-style-type: none"> Floodplain boundary as determined by FEMA or measures to amend this boundary 	
<ul style="list-style-type: none"> Stub streets to provide access to adjacent undeveloped land or existing roadways 	
<ul style="list-style-type: none"> Block faces not more than seven hundred fifty feet (750') in length for residential districts, and five hundred feet (500') in the TN-C and TN-R districts, without an intersecting, street or alley, except as allowed in UDC 11-6C-3F.3 	
<ul style="list-style-type: none"> Cul-de-sac lengths not in excess of 500' 	
Landscape Plan - (We encourage you to also submit at least one-color version for presentation purposes) include the following items:	Landscape Plan
<ul style="list-style-type: none"> Date, scale, north arrow, and project name 	
<ul style="list-style-type: none"> Names, addresses, and telephone numbers of the developer and the person and/or firm preparing the plan 	
<ul style="list-style-type: none"> Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings 	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> A statement of how existing healthy trees proposed to be retained will be protected from damage during construction 	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours 	
<ul style="list-style-type: none"> Sight Triangles as defined in 11-3A-5 of this ordinance 	
<ul style="list-style-type: none"> Proposed landscaping 	
<ul style="list-style-type: none"> Proposed screening structures 	
<ul style="list-style-type: none"> Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: <ul style="list-style-type: none"> ➢ Width of street buffers, lineal feet of street frontage, and number of street trees ➢ Residential subdivision trees ➢ Acreage dedicated for common open space ➢ Number of trees provided on common lot(s) ➢ Mitigation for removal of existing trees 	
Submit an electronic version of an open space exhibit that demonstrates compliance with the qualified open space requirements specified in UDC 11-3G-3B (Required for residential plats over 5 acres)	*Open Space Exhibit
Submit a common drive exhibit that depicts setbacks, fencing, building envelope, and orientation of the lots and structures.	*Common Drive Exhibit
Site report of the highest seasonal groundwater elevation prepared by a registered soils scientist	Geotech Report
Conceptual elevations of proposed structures, including building materials	Elevations
For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:	
Autocad file of the conceptual engineering plans in PDF format and an AutoCAD file format that complies with the Specifications for Project Drawings found here	*Autocad file
Submit a PDF version of the conceptual engineering plans	*Public Utility Plan

***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.**