



Planning & Zoning Department

Subdivision Preliminary Plat Checklist

Staff Use Only

Project Name: _____

File Number: _____

Applications shall be submitted with all of the following materials, through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the **Apply Online** link.

✓	Description
	Date of Pre-App Meeting/Discussion (expires in 6 months): ____/____/____ Attach Planning notes provided by a City Planner during this meeting/discussion.
	A recorded warranty deed for the property, OR proof of option, OR earnest money agreement
	Signed & Notarized Affidavit of Legal Interest. Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
	Auto CAD File and PDF of Preliminary Plat (full size)
	Full Geotechnical/Soils Reports with foundation recommendations
	Storm Water Reports
	Traffic Impact Study (if required by Engineering)
	Two legal descriptions of the property (please provide both): • A professional land surveyor-or engineer-verified original legal description of the property • A typed-up, Microsoft Word-formatted version of the legal description of the property.
	Landscape Plans: See NCC 10-33 Show Tree details and planting specifics Show Fencing details to include location, Fence Material and Height
	Open space plan, showing all requirements listed in NCC Section 10-27-6.M, <u>including the qualified open space calculation. Colorized exhibit showing common lots & qualified open space is required.</u>
	A Phasing Plan for the subdivision
	Provide Proof of Neighborhood Meeting (if required by Nampa City Code) • A copy of the mailed letter/notice • A copy of the sign-in sheet
	Narrative fully describing the scope of the project (Include waiver request, if needed)
	Proposed building elevations (show a variety of quality elevations)
	Associated fees
	Master Application form
	Preliminary Plat Checklist (this document)
	IF the project includes changes to facilities (irrigation, waterways, roadways, etc.), provide documentation of preliminary approval from the agency with jurisdiction.

Standard Preliminary Plat Fees

Planning Preliminary Plat Review Fee	\$244	\$
Plus \$5.98 per lot	\$5.98 x () =	\$
Sewer Model Fee	\$250	\$
Water Model Fee	\$250	\$
Fire Department Review Fee	\$160	\$
Plus \$1.00 per lot	\$1.00 x () =	\$
	Total=	\$



City of Nampa

PLANNING and ZONING DEPARTMENT
500 12th Ave S. NAMPA, IDAHO 83651

OFFICE (208) 468-4430

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
:SS
COUNTY OF _____)

- A. I, _____ (Owner's name), whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.
- B. I grant my permission to _____ (representative/applicant's name), whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.
- C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, _____.

Owner's
Signature

SUBSCRIBED AND SWORN to before me the _____ day of _____, _____.

Notary Public for Idaho
Commission Expires: _____



Planning & Zoning Department

Master Application

Staff Use Only

Project Name: _____

File Number: _____

Related Applications: _____

Type of Application

- | | |
|--|--|
| ☐ Accessory Structure | ☐ Legal Nonconforming Use |
| ☐ Annexation/Pre-Annexation
(This will include a zone designation) | ☐ Planned Unit Development/MPC |
| ☐ Appeal | ☐ Subdivision |
| ☐ Design Review | ☐ Short |
| ☐ Comprehensive Plan Amendment | ☐ Preliminary |
| ☐ Conditional Use Permit | ☐ Final |
| ☐ Multi-Family Housing | ☐ Condo |
| ☐ Development Agreement | ☐ Temporary Use Permit |
| ☐ Modification | ☐ Fireworks Stand |
| ☐ Home Occupation | ☐ Vacation |
| ☐ Daycare (# of children _____) | ☐ Variance |
| ☐ Kennel License | ☐ Staff Level |
| ☐ Commercial | ☐ Zoning Map/Ordinance Amendment (Rezone)
(Not needed for an annexation) |
| ☐ Mobile Home Park | ☐ Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant name: _____ Phone: _____

Applicant address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: ☐ Own ☐ Rent ☐ Other: _____

Owner name: _____ Phone: _____

Owner address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor name (e.g., engineer, planner, architect): _____

Firm name: _____ Phone: _____

Contractor address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Project/Subdivision name: _____

Description of proposed project/request: _____

Proposed zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Total common area		
Internal roadways	Provide acres only	
Frontage ROW to be dedicated	Provide acres only, if applicable	
Total		

Development Project Information (if applicable)

Minimum residential lot size (s.f.): _____ Maximum residential lot size (s.f.): _____

Gross density: _____ (# of lots divided by gross plat/parcel area)

Subdivision qualified open space: _____ % of gross area _____ acres

Type of dwelling proposed: ☐ Single-family detached ☐ Single-family attached (townhouse)
☐ Duplex ☐ Multi-family ☐ Condo ☐ Other: _____**Commercial / Industrial / Multi-Family Project Information (if applicable)**

Min. sq. feet of structure: _____ Max building height: _____ Gross floor area: _____

Proposed number of residential (multi-family) units: _____

Total number of parking spaces provided : _____

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____