Final Plat Mylar Application

Submittal Requirements

Applicants have two years from the date of the Boise City Council’s approval to obtain the City Clerk’s and City Engineer’s certification on a Final Plat. The City Engineer cannot sign the plat until all conditions of approval and fees have been satisfied. The applicant is responsible for providing documentation that all the following requirements have been completed or bonded for in one submittal. To streamline this process, we are no longer accepting each sign off separately. View bonding requirements here. Packets will need to be provided to the assigned Current Planner, as well as Brittany Hill (blhill@cityofboise.org or 208-608-7195). Approvals from outside agencies shall be on agency letterhead. **All items that are not completed before submittal (and are allowed) will need to be bonded for. The bond must be in place, paid for and recorded before any mylar submittal.**

1. Action Letter
   - Boise City Council Approval Letter, stating hearing date and approval for final plat (1st page only).

2. PDF of Final Plat

3. Sewer Approval Letter (Mike Sheppard msheppard@cityofboise.org or 208-608-7504)
   - Provide a letter of acceptance
   - Bonded

4. Pressurized Irrigation (Mike Sheppard msheppard@cityofboise.org or 208-608-7504)
   - Letter of acceptance
   - Letter granting a waiver of the pressurized irrigation requirements
   - Bonded
5. Grading and Drainage (Public Works Engineering
hillsidedrainagefloodplain@cityofboise.org or 208-608-7150)

- Provide an approval letter from the design engineer
- If not required for project please provide an email from Public Works stating so
- Bonded

6. Streetlights (Tom Marshall tmarshall@cityofboise.org or 208-608-7526)

- Provide Letter of acceptance
- Bonded

7. Fire Department (Mike Bisagno mbisagno@cityofboise.org or 208-570-6500)

- Provide a “Letter of Satisfaction” stating the access and the first protection requirements are constructed and approved.
- Or
  - Provide a recorded “Non-Building Agreement” that states that no building permits shall be applied for until a Letter of Satisfaction is issued by the Boise City Fire Department. This shall also be a note on the Final Plat.
  - If a subdivision is in the Wildland Urban interface Area, a “Fire Safety Plan” must be approved be the Fire Department.

8. Landscaping & Conditions of Approval (Previously Assigned Subdivision Review Planner.

- All amenities, landscaping, fencing, sidewalks, underground irrigation and site-specific conditions of approval shall be installed and inspected.
  - Inspection date
- Provide a PDF of the most recent Landscape Plan
- Bonded
- Bonded with ACHD (curb, gutter and sidewalk)
  - Must provide Construction Cost Estimate and Receipt
9. CC&R’s (Previously Assigned Subdivision Review Planner)
   - CC&R’s are required if there is common ownership of open space, landscape buffers, micro paths, common driveways, or ownership and maintenance agreements for private streets and/or drainage facilities.
   - CC&R’s shall be submitted to the Planning Department and will be emailed to the Boise City Attorney and Boise City Public Works for review. Provide the letter of acceptance.

10. Erosion & Sediment Control (Andy Long ajlong@cityofboise.org or 208-794-8996)
   - Provide the Erosion and Sediment Control (ESC) number if any grading is done prior to submittal of the mylar. ESC___________________

11. Water
   - Provide a letter from the applicable water district, on their letter head, stating the subdivision can be serviced by the municipal water.

12. School District
   - For residential projects, provide a letter of approval from the applicable school district, on their letter head.

13. Post Office (Postmaster 208-433-4351)
   - Provide a letter, on their letter head, approving the location of mail delivery.

THE FOLLOWING SIGNATURES MUST BE ON THE MYLAR WHEN SUBMITTED FOR REVIEW:

1. Surveyor
   - The Mylar shall be stamped and signed by a licensed land surveyor in the state of Idaho

2. Owner(s)
   - The Mylar shall be signed and notarized with the owner(s) signature.

3. Ada County Highway District (ACHD)
   - The Mylar shall be signed and notarized with the agencies signature.

4. Central District Health Department
   - The Mylar shall be signed and notarized with the agencies signature.