



PRELIMINARY SHORT / FINAL PLAT APPLICATION (DOES NOT EXCEED 5 LOTS)

***All information must be filled out to be processed.

FILE NO.: _____ Date Application Received: _____ Fee Paid: _____ Processed by: City: _____
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Applicant Information:

PRIMARY CONTACT IS: *Applicant* ___ *Owner* ___ *Representative* ___

Applicant Name: _____
 Applicant Address: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Owner Name: _____
 Owner Address: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Representative (e.g., architect, engineer, developer):
 Contact: _____ Firm Name: _____
 Address: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Property Information:

Subdivision Name: _____
 Site Location: _____
 Parcel Number(s): _____

Zoning Designations:

	Zoning Designation	Comp Plan Designation	Land Use
Existing			
Proposed			
North of site			
South of site			
East of site			
West of site			

SITE DATA:

Total Acreage of Site - _____
Breakdown of Acreage of Land in Contiguous Ownership - _____
Total Acreage of Site in Special Flood Hazard Area - _____
Dwelling Units per Gross Acre - _____

Total Number of Lots - _____
Residential - _____
Commercial - _____
Industrial - _____
Common - _____

Total Number of Units - _____
Single-family - _____
Duplex - _____
Multi-family - _____

Percent of Site and Total Acreage of Common Area - _____% / _____ acres
Percent of Common Space to be used for drainage - _____
Describe Common Space Areas (amenities, landscaping, structures, etc.) - _____

Proposed Dedicated Lots & Acreage (school, parks, etc): _____

Public Streets - _____ Private Streets - _____
Describe Pedestrian Walkways (location, width, material) - _____

Describe Bike Paths (location, width, material) - _____

PUBLIC SERVICES (Describe what services are available and agency providing service):

Potable Water - _____
Irrigation Water- _____
Sanitary Sewer- _____
Fire Protection - _____
Schools - _____
Roads - _____

SPECIAL ON-SITE FEATURES (Yes or No – If yes explain in your narrative):

Areas of Critical Environmental Concern - _____ Floodplain - _____
Evidence of Erosion - _____ Fish Habitat - _____
Historical Assets - _____ Mature Trees - _____
Riparian Vegetation - _____ Steep Slopes - _____
Stream/Creek - _____ Unstable Soils - _____
Unique Animal Life - _____ Unique Plant Life - _____

Application Requirements:

(Applications are required to contain one copy of the following unless otherwise noted.)

Applicant (√)	Description	Staff (√)
	Pre-application meeting with Planning Department required prior to neighborhood meeting.	
	Copy of neighborhood meeting notice sent to property owners within 300 feet and meeting sign-in sheet. (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application.)	
	Completed and signed Short Plat - Preliminary/Final Plat Application	
	Fee	
	Narrative explaining the project. (must be signed by applicant)	
	Legal description of the property (paper and electronic version with engineer's seal): <ul style="list-style-type: none"> • Submit two (2) paper and one (1) electronic copy 	
	Recorded warranty deed for the subject property	
	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.	
	Copy of subdivision name approval from Ada County Surveyor's office	
	Copy of the "final" street name evaluation/approval from Ada County	
	Two (2) 11" X 17" vicinity maps showing the location of the subject property	
	Two (2) bound 24" X 36" copies of the Preliminary/Final Plat	
	One (1) 8 ½" X 11" copy of the Preliminary/Final Plat	
	Two (2) bound 24" X 36" copies of the landscape plan, including natural features	
	One (1) 8 ½" X 11" copy of landscape plan (color copy)	
	Two (2) bound 24" X 36" copies of site grading & drainage plans	
	One (1) set of final engineering construction drawings stamped and signed by a registered engineer/surveyor. (EC)	
	Storm drainage calculations must be submitted; either in narrative or on plat. (EC)	
	Site report of the highest seasonal groundwater elevation prepared by a registered soils scientist.	
	Letter of authorization from the local Post Office approving mail box delivery to subdivision.	
	A signed statement from the Star Sewer & Water District that subdivision information has been submitted to the District in GIS format.	
	List of name(s) and address(es) of all canal or irrigation ditches within or contiguous to the proposed development.	
	Copy of signed agreements with irrigation companies	
	Names and addresses, printed on address labels, of property owners within three hundred feet (300') of the external boundaries of the property being considered as shown on record in the County Assessor's office.	
	Two (2) copies of streetlight design and location information	
	Special Flood Information	
	Written confirmation that a traffic impact study is not required and/or has been submitted for review to Ada County Highway District.	
	Two (2) copies of the Covenants, Conditions, and Restriction (CC&R's)	
	Two (2) Electronic versions of the short plat or preliminary/final plat, vicinity map, drainage plans, drainage calculations, landscape plan & final engineering construction drawings in PDF format submitted on disks with the files named with project name and plan type. We encourage you to also submit at least one color version for presentation purposes.	

	Signed Certification of Posting with pictures. (see attached posting requirements and certification form)	
	Submit (1) 11" X 17" and (1) 18" X 24" recorded copy of Final Plat to the Star City Planning Department prior to any building permits being issued.	

Only subdivision application for property which meets the requirements set in the UDC 8-6B-4 or 8-6B-5 or condominium plat applications where no new development is proposed may be processed as a short plat or preliminary/final plat.

FEE REQUIREMENT:

*** I have read and understand the above requirements. I further understand fees will be collected at the time of filing an application. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star.*

Applicant/Representative Signature

Date

****NOTE:** All presentation boards, material boards, and documentation that are a part of the public hearing shall become property of the City of Star.

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
) ss
COUNTY OF _____)

I _____, _____
 (name) (address)
_____, _____ _____
 (city) (state) (zip)

being first duly sworn upon oath, depose and say: That I am the record owner of the property described on the attached, and I grant my permission to _____, (name)
_____, _____ _____
 (address) (state) (zip)

to submit the accompanying application pertaining to that property.

Address or location of property: _____

I agree to indemnify, defend and hold the City of Star 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.

I understand there may be direct costs incurred by the City in obtaining a review of the application by architects, engineers, or other professionals necessary to enable the City to approve or disapprove the application. I understand that I will be billed on a monthly basis and will remit payment within 30 days.

I hereby grant permission to the City of Star staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Type of application: _____

Dated this _____ day of _____, 20_____.

(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

Notary Public for Idaho
Residing at: _____
My Commission Expires: _____

POSTING REQUIREMENTS OF THE CITY OF STAR
STAR CITY CODE 8-1 A-6

Posting Notice: Not less than ten (10) days prior to the hearing, the applicant shall post a copy of the public hearing notice of the application on the property under consideration. Posting of the property must be in substantial compliance with the following requirements:

1. **Signage Requirements:**

- a. The sign(s) shall consist of 4’x4’ plywood or other hard surface mounted on two (2) 4”x4” posts in such manner that it is perpendicular to the roadway along which the sign is posted and the bottom of the sign is at least three (3) feet above the ground.
- b. Centered at the top of the 4’x4’ sign board(s), in six-inch (6”) letters shall be the words “City of Star Public Hearing Notice.” In addition, each sign will inform the public of the name of the nature of the hearing, the date, time and address of the hearing location, a summary of the proposal to be considered, proposed zoning, a City contact phone number, the location of the development and the name of the applicant, and if applicable, the proposed development. Each sign shall be painted white, and the letters shall be painted black and shall appear on both sides. An example of this sign is set forth below:

Size =
six (6) inches

Size =
two (2) inches

Size =
one and one-half
(1.5) inches



CITY OF STAR
PUBLIC HEARING NOTICE
THE CITY OF STAR WILL HOLD A PUBLIC HEARING
DATE: September 15, 2009
TIME: 7:00 p.m.
LOCATION: Star City Hall 10769 W. State Street, Star, Idaho
PURPOSE: <i>(Required Information)</i>
<i>Examples:</i> Annexation and Zoning – Sun River Property, Approximately 210 Acres, Requested Zoning MU, C-1 and R-4
(OR)
Preliminary Plat - Pleasant View Subdivision, Approximately 7.66 acres, 29 single-family dwelling lots and 3 Commercial Lots
(OR)
Conditional Use Permit - to Operate a Convenience Store with Fuel Sales
PROPERTY LOCATION:
SW corner of the intersection of South Star Road and Idaho State Highway 44 (State Street)
APPLICATION BY: John Q. Citizen
CONTACT: The City of Star at 286-7247 for additional Information

- 2. **Sign Placement:** The sign(s) shall be posted on the land being considered along each roadway that is adjacent to the subject property boundaries. The sign(s) shall be located on the property, outside of the public right-of-way. If the sign cannot be placed on the property and still be clearly visible, the sign may be placed within the right-of-way if the applicant can obtain the consent of the owner of the right-of-way.
- 3. **Proof of Posting:** The applicant shall submit a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign(s) were posted. Unless the certificate is received by such date, the public hearing will be continued.
- 4. **Sign Removal:** The signs shall be removed no later than three (3) days after the public hearing for which the sign had been posted. A penalty of ten (\$10.00) per day shall be imposed against each applicant for late removal of the signs.

City of Star
Certification of Posting

I, _____, applicant or representative
(Name)

for the application of file # _____, commonly referred to as
_____ which requires a public hearing,

(Subdivision / Parcel #)

have posted the subject property with a public hearing notice sign as required by Star City Code 8-1 A-6D on _____ (*date of posting – must be no less than 10 days prior to the hearing*). I am further herewith notified that I must remove the sign within three (3) days after the hearing or any continuation thereof. I understand that failure to remove the sign within the three (3) days shall result in a penalty of ten (\$10.00) per day after the third day. (Resolution 2012-02)

Applicant or Representative Signature

Dated

SUBSCRIBED AND SWORN to before me the _____ day of _____, 20_____.

Notary Public for Idaho

Residing at: _____

My Commission Expires: _____

Note: This certification must be submitted to Star Planning Department no later than seven (7) days prior to the public hearing. Please attach photos of the posted signs to this certification.

(Check Off For Applicant)

- Signed/Notarized Certification of Posting
- Picture(s) of Posted Sign Attached

NEIGHBORHOOD MEETING

ATTENDANCE ROSTER

PROJECT NAME: _____

Meeting Date: _____ Meeting Time: _____

Meeting Location: _____

ATTENDEES:

NAME	ADDRESS	TELEPHONE
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

APPLICANT SIGNATURE _____ DATE _____

Streetlight Specifications

The following specifications shall be used in conjunction with the Street Lighting Section of the Idaho Standards for Public Works Construction (ISPWC) manual, (current edition) and Star City Code. If any conflict occurs between ISPWC specifications and City Code, in matters pertaining to selection, style, size, or fixture identification, City Code shall govern. In matters relating to other design and installation issues, the ISPWC shall govern.

Section I: STYLE SPECIFICATIONS.

A. State Highway 44 within the City of Star boundaries:

Manufacturer:	Sun Valley Lighting
Pole Base:	3200SB Split Base
Pole:	Round Tapered #1030T – 12 FT – PT27
Luminaries:	SIGMA2 Series, #SIG2
Optics:	HRIII
Lamps:	100PS – MH – PT
Color:	Black #RAL-9005T
Flag Brackets:	Rotatable Breakaway Banner Arm #RBBA (2/Pole)

B. Residential & Commercial Development:

Developers are encouraged to use other fixtures than are designated in Section 1-A. The Sun Valley Lighting SIGMA2 luminaire is reserved for City use. Developers are free to use any other manufacturer so long as the streetlights (posts and luminaire) are of a “Historic or Decorative” style. The style must be maintained throughout the development. Any development along State Highway 44 and Star Road shall follow the standards in Section 1-A. See City of Star Unified Development Code for specific regulations for Residential and Commercial development streetlights.

Section II: MATERIAL SPECIFICATIONS.

A. Materials: Heavy wall, copper free cast aluminum from ASTM 356.1 ingot, with round shafts extruded from aluminum, ASTM 6063 alloy, heat treated to T6 temper. Anchor bolts to be hot dip galvanized.

B. Construction: Pole shall be double welded to the base casting. The pole shall be circumferentially welded inside the base casting. All exposed welds below 8 feet shall be ground smooth. Welding shall be per ANS/AWS D1.2-90.

C. Dimensions: The post shall be a minimum of 12 feet in height, but no more than 16 feet in height. A base is required and shall be a minimum of 17 inches high and 8 5/8 inches in diameter. The shaft shall be 3 to 4 inches in diameter. The top of all posts shall have an integral 3 inch O.D. tenon with a transitional donut for luminaire mounting.

D. Installation: The installation shall meet the requirements of the Idaho Standards for Public Works Construction for street lighting installation.

E. Light Source: Lamps shall be metal halide, 100 watts per pole, or otherwise per City Code.

F. Voltage: 120/240 as per shop drawing or other submittal.

G. Photo Electric Control: Each cell shall have a photo cell per manufacturer conforming to ISPWC or equal.

H. Finish: Dark colored poles are preferred, but must be consistent throughout the entire development.

Section III: STREETLIGHT LOCATIONS.

A. Highways, Collectors and Arterials:

1. Streetlights shall be located in the space between existing curb and existing sidewalk on State Highway 44.
2. In locations where there are no curb and/or sidewalks, streetlights shall be located in the area set forth by Ada County Highway District or The Idaho Transportation Department as public right-of-way and in alignment with any existing streetlights.
3. Streetlights shall be located behind existing sidewalks where curb, sidewalk and conduit already exist.
4. Streetlight spacing is recommended at approximately 100 feet, allowances being made for driveways, length of street/block and other obstructions.

B. Local Streets:

1. Streetlights shall be located behind sidewalks.
2. In instances where a developer constructs street sections utilizing Ada County Highway District approved drainage swales, streetlights shall be located between the ribbon curb and the sidewalk, with a preference that the streetlights be located as close to the sidewalk as possible.
3. Streetlights shall be located at all intersections and ends of cul-de-sacs and at all other locations designated by the City, including but not limited to along Star Road and State Highway 44.

Section IV: REQUIREMENTS FOR INSTALLATION.

A. No Existing Streetlight: A streetlight shall be installed by a property owner or business when:

1. A building permit is issued;
2. A change of use or zoning occurs; or
3. Improvements are made to property within existing right-of-way.

B. Existing Style: Where there are existing streetlights, the style of streetlights shall be maintained along the length of the street.

C. ISPWC Modification: Any specifications not covered by these regulations shall be governed by the ISPWC.