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**Preliminary Plat (PPLAT)  
OpenGov Application  
Checklist**

<https://mountainhomeid.viewpointcloud.com>

- **Proof of Proprietary Interest**

A proprietary interest is a property right; an interest held by a property owner. This can be in the form of a Warranty Deed or Affidavit of Legal Interest from the Property owner.

- **Vicinity Map (8 1/2" by 11")**

Showing the location and current zoning of the property as well as zoning districts and land uses of adjacent properties

- **List of Mailing Addresses**

A list of the mailing addresses of all property owners of record, obtained from tax records, which are within 300' of the external boundaries of the land in question.

- **Affidavit of Mailing of Preliminary Plat to Regional Agencies**

An Affidavit of Mailing of the Preliminary Plat to the following regional agencies:

- Elmore County Central District Health Department
- Mountain Home School District Superintendent
- Idaho Power
- Intermountain Gas
- Elmore County Planning & Zoning

- **Preliminary Plat Narrative**

Narrative detailing the scope and intent of the proposed subdivision.

- **Property Legal Description and Survey**

**LEGAL DESCRIPTION MUST BE IN WORD DOC FORMAT**

- **Preliminary Plat**

The following shall be shown on the preliminary plat, or shall be submitted separately, together with any other pertinent information requested by the administrator:



- The name of the proposed subdivision, which does not duplicate the name of any other subdivision in Elmore County.
- The names and addresses and telephone numbers of the subdivider(s), the engineer or surveyor who prepared the plat and any other professional persons involved in the subdivision.
- The names and addresses of all surrounding property owners both adjacent to and beyond any public thoroughfares from the subject property on record in the county assessor's office.
- The legal description of the subdivision by section, township and range.
- A statement of the intended use for each lot in the proposed subdivision, and indicated on the preliminary plat map, such as: residential single-family, two-family and multiple housing, commercial, industrial or recreational and showing of any sites proposed for parks, playgrounds, schools, churches or other public uses.
- A map of the entire area (1" = 100') scheduled for development if the proposed subdivision is a portion of a larger holding intended for subsequent development.
- A vicinity map showing the relationship of the proposed plat to the surrounding area (covering at least a 1 square mile area).
- The existing zoning of the proposed subdivision and the adjacent land. The zoning requested for each block, if not already zoned.
- The street alignment, location, widths, and other dimensions of all existing or proposed platted streets, along with type of surface and the existence of any curb-gutter and/or sidewalks and other important features such as railroad lines, watercourses, easements, and exceptional topography, within and contiguous to the tract to be subdivided.
- Right of way acquisition: No building or permanent structure shall be placed closer than sixty feet (60') to any section line or quarter section line without approval of the city engineer and/or the board of commissioners of the highway district having jurisdiction, unless provided for otherwise in this chapter, with the intent to provide area for future roadways.
- Approximate location and length of the boundary lines of each lot, parcel or site, including the lot and block numbers, and the boundary lines of the tract to be subdivided, which shall be accurate in scale and bearing. Approximate acreage enclosed by the subdivision.



- A contour map of two foot (2') intervals to show the general topography of the tract. A preliminary grading plan as may be required.
- When not connecting to city sewer and water, a soils and groundwater study shall be required by the city engineer where individual wells or septic tanks are proposed within the area of impact.
- Location, size and direction of flow, where applicable, of all existing utilities, including, but not limited to, storm and sanitary sewers, irrigation laterals, ditches, drainage, bridges, culverts, water mains, fire hydrants, gas lines, power, telephone and streetlights. If utilities are not on or adjacent to the property, indicate direction and distance to nearest ones that can serve the subdivision.
- All parcels of land intended to be dedicated for public use and/or easements, both public and private, together with a statement of location, dimensions and purpose of such on both the subject property and surrounding properties or reserved for the use of all property owners, with the purpose indicated.
- Location, right of way and name of all public or private trafficways and names, whether new or continuous, the location, right of way width and use of any proposed public or private pedestrian ways or special ways, and a statement of intended improvements to be made thereto.
- A statement as to whether or not any variance will be requested with respect to any provision of this chapter describing the particular provision, the variance requested, and the reasons therefor.
- A statement as to what improvements will be made to existing utilities and what other on site improvements will be made.
- Approximate lot corner and easement locations of all adjacent subdivisions.



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### ***Applicant Public Hearing Notification Instructions***

The applicant is responsible for sending out letters to surrounding property owners and public entities and posting public notification signs on the subject property. The applicant shall submit affidavits of mailing and signposting by the end of business day by the Mailings/Site Posting date on the current City of Mountain Home P&Z Commission schedule.

#### **Mailing Instructions**

- Fifteen (15) days before the hearing, written notice of time, place, and purpose of the hearing shall be mailed to:
  - Property owners within three hundred feet (300') of the external boundaries of the subject property.
    - This list can be obtained at the County Assessors' office.
  - Public Entities are identified in the attachment provided.
- The applicant shall submit an affidavit of mailing no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

#### **Sign Posting Instructions**

- One (1) public notice sign shall be posted along any adjacent public right-of-way (road) of the subject property.
  - The sign(s) shall meet the following specifications:
    - The sign(s) shall consist of four foot by four foot (4' x 4') plywood or another hard surface on two (2) four-inch by four-inch (4" x 4") posts or attached to another approved support in such a manner that it is perpendicular to the roadway along which the sign is posted. The bottom of the sign shall be at least three feet (3') above the ground.
    - Lettering and Content: At the top of the sign, notice signs shall include each of the following with a minimum size of six-inch (6") letters:
      - The words "Notice of Public Hearing";
      - The phone number for the city's planning and zoning department; and
      - The official city logo.
    - Brochure Holder: Notice signs shall include a mounted brochure holder. When the city council conducts a public hearing for a proposal that the planning and zoning commission has recommended, the notice for that hearing shall include the commission's recommendation in addition to



the time and place of the hearing and a summary of the proposal. The applicant requesting the proposed change shall ensure that, until the notice sign is removed, the brochure holder contains handouts providing notice of the time and place of the hearing and a summary of the proposal.

- City Staff will provide the brochure notice.
- Material: The sign shall be constructed with a weather-resistant material.
- Substantial Compliance: The sign shall be in substantial compliance with the following:



\*The Planning & Zoning Division is aware of the following individuals, groups, or businesses that provide signposting services in the City of Mountain Home:

- Cox Signs - (208) 587-3840 - [cox-signs.com](http://cox-signs.com)
- Gary Tuller – (208) 599-3705 – [garytuller@hotmail.com](mailto:garytuller@hotmail.com)

**THE CITY DOES NOT ENDORSE OR RECOMMEND A PARTICULAR SIGN PROVIDER.**

- The applicant shall submit an affidavit of signposting no later than the end of business day by the mailing date identified on the current City of Mountain Home P&Z Commission schedule.

**P&Z Commission Schedule**

Meeting Date	Application Deadline	Public Notice Deadline	Mailings/Site Posting	Packets Out
January 2, 2024	December 5, 2023	December 8, 2023	December 15, 2023	December 28, 2023
January 16, 2024	December 19, 2023	December 22, 2023	December 29, 2023	January 11, 2024
February 6, 2024	January 2, 2024	January 12, 2024	January 19, 2024	February 1, 2024
February 20, 2024	January 16, 2024	January 26, 2024	February 2, 2024	February 15, 2024
March 5, 2024	February 6, 2024	February 9, 2024	February 16, 2024	February 29, 2024
March 19, 2024	February 20, 2024	February 23, 2024	March 1, 2024	March 14, 2024
April 2, 2024	March 5, 2024	March 8, 2024	March 15, 2024	March 28, 2024
April 16, 2024	March 19, 2024	March 22, 2024	March 29, 2024	April 11, 2024
May 7, 2024	April 2, 2024	April 12, 2024	April 19, 2024	May 2, 2024
May 21, 2024	April 16, 2024	April 26, 2024	May 3, 2024	May 16, 2024
June 4, 2024	May 7, 2024	May 10, 2024	May 17, 2024	May 30, 2024
June 18, 2024	May 21, 2024	May 24, 2024	May 31, 2024	June 13, 2024
July 2, 2024	June 4, 2024	June 7, 2024	June 14, 2024	June 27, 2024
July 16, 2024	June 18, 2024	June 21, 2024	June 28, 2024	July 11, 2024
August 6, 2024	July 2, 2024	July 12, 2024	July 19, 2024	August 1, 2024
August 20, 2024	July 16, 2024	July 26, 2024	August 2, 2024	August 15, 2024
September 3, 2024	August 6, 2024	August 9, 2024	August 16, 2024	August 29, 2024
September 17, 2024	August 20, 2024	August 23, 2024	August 30, 2024	September 12, 2024
October 1, 2024	September 3, 2024	September 6, 2024	September 13, 2024	September 26, 2024
October 15, 2024	September 17, 2024	September 20, 2024	September 27, 2027	October 10, 2024
November 5, 2024	October 1, 2024	October 11, 2024	October 18, 2024	October 31, 2024
November 19, 2024	October 15, 2024	October 25, 2024	November 1, 2024	November 14, 2024
December 3, 2024	November 5, 2024	November 8, 2024	November 15, 2024	November 27, 2024
January 7, 2025	December 3, 2024	December 13, 2024	December 20, 2024	January 2, 2025

**These dates are tentative and subject to change. Larger projects may need more time to review the application.**

NOTE: Your application will not be deemed complete until all documents have been submitted and reviewed by staff. This may mean that your application would be scheduled for the following month's meeting. Additionally, some applications may take longer to process based on the complexity of the request, the Planning and Zoning department will notify you when your hearing date will occur after your application has been reviewed.



# Affidavit of Legal Interest

State of Idaho )  
                  ) ss  
County of Elmore )

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

\_\_\_\_\_  
City State Zip Code

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Records, skip to B)

- A. That I am the record owner of the property described on the attached, and I grant my permission to:

\_\_\_\_\_  
Name Address

To submit the accompanying application pertaining to that property.

- B. I agree to indemnify, defend and hold the City of Mountain Home and its employees harmless of any claim or liability resulting from any dispute regarding the statements contained herein or the ownership of the property subject to the 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: \_\_\_\_\_



## Affidavit of Mailing

State of Idaho )  
                  ) ss  
County of Elmore )

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address

\_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

as the applicant/representative for Planning & Zoning Application PZ-\_\_\_\_-\_\_\_\_,  
hereby certify that this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ a true and correct  
written notice of time, place and purpose of hearing regarding PZ-\_\_\_\_-\_\_\_\_, was  
mailed to property owners within three hundred feet (300') AND to all political  
subdivisions per attachment "A" at least fifteen (15) days before the public hearing on

\_\_\_\_\_.  
Month Day Year

Signature \_\_\_\_\_

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Subscribed and sworn to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_







**Public Entities List**

Company	Name	Address	City,State, Zip Code
Airport Advisory Committee Member	Paul Hibbard	3370 SW Trailwinds	Mountain Home ID 83647
Airport Advisory Committee Member	Ian Morcott	1890 Knight Court	Mountain Home ID 83647
Airport Advisory Committee Member	William James	1208 NW Nina Court	Mountain Home ID 83647
Airport Advisory Committee Member	Martin Pike	1649 East 15th North Street	Mountain Home ID 83647
Airport Advisory Committee Member	A.J. Lewis	1120 Julia	Mountain Home ID 83647
Airport Advisory Committee Member	Tom Hoegg	6375 Old Hwy 30	Mountain Home ID 83647
Airport Advisory Committee Member	Steve Mulberry	1662 Thacker Road	Hammett, Id 83627
Central District Health Department	Marty Jones, Env. Health Services	520 East 8th North	Mountain Home ID 83647
Century Link		1315 West Amity	Boise ID 83705
Elmore County Assessor		150 South 4th East, Suite 2	Mountain Home ID 83647
Elmore County Commissioners		150 South 4th East	Mountain Home ID 83647
Elmore County P & Z		520 East 2nd South	Mountain Home ID 83647
Elmore County Soil and Water Conservation		795 South Haskett Street	Mountain Home ID 83647
Idaho Department of Lands	Endowment Trust Lands	300 North 6th Street, Ste. 103	Boise, ID 83720



Idaho Dept of Lands	Southwest Supervisory	8355 West State Street	Boise ID 83703
Idaho Dept of Transportation	District 3	P O Box 8028	Boise ID 83707-2028
Idaho Power		2430 American Legion Blvd	Mountain Home ID 83647
Intermountain Gas		555 S. Cole Road	Boise ID 83709
Mellen Water District		P.O. Box 1086	Mountain Home ID 83647
Mountain Home Highway District		P O Box 756	Mountain Home ID 83647
Mountain Home Irrigation District	David Ascuena	140 South 3rd East	Mountain Home ID 83647
Oregon Shortline RR CO	C/O Union Pacific Corp.	1700 Farnam St. #10s-FL	Omaha, NE 60102-2010
St. Luke's Elmore Medical Center	Lisa Melchior	895 N 6th E	Mountain Home ID 83647
Superintendent of Schools	Mtn Home School District #193	470 North 3rd East Street	Mountain Home ID 83647
USPS	Attn: Postmaster	350 North 3rd East Street	Mountain Home ID 83647
West Side Sewer District	Don Gust	P.O. Box 717	Mountain Home ID 83647
Zito Media		1993 East 8th North Street, Suite 210	Mountain Home ID 83647