

BONNEVILLE COUNTY SUBDIVISION AND CONDOMINIUM PLAT CHECKLIST

Plat Name: _____

NOTES:

This checklist is used as a guide for subdivision/condominium plats filed in the county, however, all plats must comply with all applicable state laws and county ordinances.

- [X] item is shown on plat, see Final Plat Review for additional comments if any
- [] item needs to be completed
- [H] item doesn't apply to subdivision plat

GENERAL

- [] **SUBDIVISION OR CONDOMINIUM NAME:** cannot conflict with other subdivision names in Bonneville County; if an amended plat, the naming convention is to identify the amendment number after the subdivision name and division number.
- [] **TITLE BLOCK:** correct configuration including the Division number (if applicable), amendment number (if applicable), County, State, lots being re-platted (if applicable) and location by quarter section, section, Township and Range.
- [] **SCALE AND NORTH ARROW:** location flexible.
- [] **BASIS OF BEARINGS:** indicate the line and monuments used for the basis bearings. If in the Idaho Falls/Ammon impact areas, specify whether **City of Idaho Falls control (2004 or Pre 2004)**.
- [] **PUBLIC LAND CORNERS:** subdivision must be tied to at least two public land survey corners, or other acceptable monuments. **Show the CP&F Instrument number** for all public land survey corners.
- [] **MONUMENTS:** Idaho Code requires the subdivision to be staked before recording. Show in the legend whether set or found. If set indicate the type of monuments, caps and L.S. number (compliance with State Code). If found, describe the monument and its significance. **Monumentation size and type must comply with section 50-1303, Idaho Code.** For consistency and easier interpretation of the plats the following symbols are highly recommended:

**APPROXIMATE
SIZE ONLY**

Size will vary according to the scale, the relative size is important.

- Set 5/8" x 24" iron rod with plastic cap stamped L.S. _____.
- Set 1/2" x 24" iron rod with plastic cap stamped L.S. _____.
- Found 5/8" iron rod with plastic cap stamped L.S. _____.
- Found 1/2" iron rod with plastic cap stamped L.S. _____.

Other none standard monuments found or set will require their own unique symbols or a note.

- [] **BOUNDARY DESCRIPTION:** must agree with the map and close mathematically. **Call for adjoiners, monuments (artificial or natural) and aliquot lines of sections when appropriate.**
- [] **PROOF OF OWNERSHIP:** A deed or other appropriate document must be included with the final plat at the time it is submitted to the County Surveyor for checking. **Remember to check at the Assessor's Office.**

NOTE:

Plats cannot overlap or include adjacent properties without the approval (and signatures on the owner's certificate) of the affected owners. **Unusable narrow strips of land created by the location of fence lines or deed errors (gaps or spite strips) must be resolved by quitclaim deeds or other acceptable means before the plat is recorded.**

CERTIFICATES & NOTES

Certificate List

Certificate	County plats not in City impact area	County plats within City impact area	City plat within City boundaries	Condominium plats within platted areas
Owner's	Yes	Yes	Yes	Yes
Recorder's	Yes	Yes	Yes	Yes
Treasurer's	Yes	Yes	Yes	Yes
Health Dept.	Yes	Yes	Yes	Yes
Surveyor's	Yes	Yes	Yes	Yes
Examining Surveyor	Yes	Yes	Yes	Yes
Irrigation	Yes	Yes	Yes	Yes
County's Acceptance	Yes	Yes	No	Maybe
City's Acceptance	No	No ¹	Yes	Ammon

Note: ¹ *The preliminary plat for county subdivisions within city impact areas must be submitted to said city for review and comment no less than 14 days prior to the first official decision regarding the subdivision is to be made by the County. (I.C. 50-1306; am. 1999).*

CERTIFICATES

□ **OWNER'S CERTIFICATE OR DEED OF DEDICATION:** The owners of record must sign and the names (**and office or title if for an organization, a company or LLC**) must be printed below the signature line. A statement of water supply (*ID Code 50-1334*) must be included in the certificate and worded similar to the example for one of the following cases:

(1) If the lots are to be served by individual wells:

“We also certify that the lots shown on this plat will be served by individual wells.”

(2) If the lots will be served by an existing water system:

“We also certify that the lots shown on this plat are eligible and will receive water from the (*name of the utility company or city*) and said (*company or city*) **has agreed in writing to serve said lots.**”

(3) If a new water system will come into being to serve the lots:

“We also certify that the lots shown on this plat will be served by the (*name of water system entity*), a new water system, and that said system has sufficient contributed capital to comply with Idaho Code, Section 50-1334.”

STANDARD FORM FOR THE OWNER'S CERTIFICATE:

KNOW ALL MEN BY THESE PRESENTS that we the undersigned are the lawful owners of the tract of land included in the boundary description shown hereon and have caused the same to be platted and divided into blocks, lots, streets and easements to be hereafter known as (*full name of the subdivision*).

BE IT FURTHER KNOWN that we do hereby dedicate to the Public all streets and rights-of-way shown hereon, that we also grant and convey to the Public all public utility easements shown hereon and that we hereby warrant and shall defend the estate subject to such dedication and conveyances in the quiet and peaceful possession of the Public against said owners and their heirs and assigns, and against every person whomsoever who lawfully holds or who later claims to have lawfully held any rights in said estate as of the date hereof. We also certify that the lots within this subdivision will be served by *(insert the appropriate water supply statement)*.

IN WITNESS WHEREOF, we have hereunto set our hands this ___ day of _____, 20__.

This certificate will need to be modified depending on the type of roads (private or public), type of owners and other conditions, however the reference to the water supply statement should remain substantially the same.

Note: Plats within the City of Idaho Falls will require the city's version of the Owner's Certificate and a separate Drinking Water System Certificate.

ACKNOWLEDGEMENTS: Individual, Corporate and/or Limited Liability Company and others, in the form as required by **Idaho Code Title 55, Chapter 7**.

SURVEYOR'S CERTIFICATE: must indicate land surveyor is licensed in the State of Idaho.

EXAMINING SURVEYOR'S CERTIFICATE:

I hereby certify that I have examined this plat and find it to correct and acceptable as required by Idaho Code 50-1305.

Bonneville County Surveyor PLS 12640 Date: _____

TREASURER'S CERTIFICATE:

I, the undersigned County Treasurer in and for the County of Bonneville, State of Idaho, per the requirements of Idaho Code 50-1308, do hereby certify that all County property taxes due for the property included in this project are current.

Bonneville County Treasurer Date: _____

RECORDER'S CERTIFICATE:

I hereby certify that the foregoing subdivision plat of the (SUBDIVISION NAME), (CITY NAME – if any), Bonneville County, Idaho, was filed for recording in the office of the Recorder of Bonneville County, Idaho, this ___ day of _____, 20__ at _____ m and recorded under instrument number _____ in Plat Book _____ on Page _____.

Bonneville County Recorder

COUNTY APPROVAL

The foregoing plat was duly accepted and approved by the Board of County Commissioners of Bonneville County, Idaho, by resolution adopted this ___ day of _____, 20__.

Chairman, Board of Commissioners Public Works Department

CITY APPROVAL

The accompanying plat was duly accepted and approved by the City Council of _____, adopted this ___ day of _____, 20__.

Mayor

City Clerk

City Engineer

City Surveyor (City of Idaho Falls only)

HEALTH DEPARTMENT CERTIFICATE

IRRIGATION WATER RIGHTS CERTIFICATE

For County plats check with Steve Serr (Planning & Zoning) for the correct wording.

Idaho Falls plats check with Ken Roberts.

Ammon City plats check with the city engineer.

Other cities within the county will have their own wording

NOTES

ACCESS RESTRICTIONS: All restrictions must be noted on the plat, including double frontage or reverse frontage lots.

SETBACK DISTANCE: setback distance must be noted according to the requirements of the zone and similar to: “All building setback distances and dimensional standards in this subdivision shall be in compliance with the applicable Bonneville County zoning regulations.”

PUBLIC UTILITY EASEMENTS: Show location, width and use or purpose. The following statement must be placed on the plat: “A 15 foot wide public utility easement is hereby reserved within each lot along all road frontages. The right to use said easements is hereby perpetually reserved for public utilities or for any other uses as designated on the plat.”

FLOOD PLAIN: A warning or statement concerning areas that fall within the flood plain or floodway boundaries as established by the Federal Emergency Management Agency (FEMA), and any stream corridor setback lines required by state law or county ordinance must be placed on the plat.

ROAD MAINTENANCE: A statement similar to one of the following examples must be noted on the plat.

(Dedicated rights of way): “The County will not maintain roads until constructed to County standards and officially accepted by the Board of County Commissioners. Drainage swales, driveways and sidewalks will be constructed and maintained by the property owner with the correct cross section as shown in the current set of Bonneville County Public Works Standard Specifications and Drawings.”

(Private Roads and access easements): “Private roads and /or private access easements are not maintained by the county.”

REQUIRED PERMITS: For county subdivisions add the following note.

“The Bonneville County Public Works Department requires a permit for any construction in the public road right-of-way other than for the initial construction of the road and approaches approved with building permits.”

DRAINAGE SWALES: In Bonneville County and some Cities, if rights of way are dedicated to the public and curb & gutter is not required, a statement similar to the following will be noted on the plat.

“Drainage swales (gutters), private driveways and sidewalks will be constructed and maintained by the property owner with the correct cross-section as shown in the current set of Bonneville County Public Works Standard Specifications and Drawings.”

STREET LIGHTING DISTRICTS: When street lighting is required a note similar to the following will be placed on the plat:

“Lots shown on this plat are included in a lighting district and will be assessed for operation and maintenance costs

of the district”.

- **DENSITY UNITS TRANSFER:** Subdivisions within the A-1 Agricultural Zone must indicate the property from which the agriculture density units have been transferred with a note located near the Owner’s Certificate worded similar to the following:

“**BE IT KNOWN THAT** the density units for 120 acres of the NE 1/4 of Section 25, T.3 N., and R.39 E.B.M. have been transferred to Pleasant Acres Subdivision, Division No. 1.”

DRAWING

- **STREET OR ROAD NAMES:** cannot conflict with other street names in Bonneville County. **Use numerical designation if appropriate. If you have a question about the name, call Jon Tullis, 529-1290.**
- **CENTERLINES:** street centerlines will be dimensioned with bearing and distance and complete curve data. Curve data to include central angle, radius, arc distance, chord distance and bearing.
- **LOTS AND BLOCKS:** lots and blocks will be dimensioned with bearing and distance and complete curve data. Curve data to include central angle, radius, arc distance, chord distance and bearing. All lot boundaries must close mathematically.
- **AREAS:** lot areas, in thousandths of an acre or square feet must be shown.
- **STREET INTERSECTIONS:** Chord lines with bearing and distance will be shown in place of fillets at intersections. The chord line location will be based on a minimum of a 20' radius fillet in residential subdivisions and 30' radius fillet in commercial subdivisions.
- **EXISTING EASEMENTS:** Show the purpose of the easement, the dimensions, the recording Instrument number if available and the basis of location if appropriate.
- **ADJACENT PROPERTY:** all adjacent owners, subdivisions, highways, streets, canals, rivers and other important features must be shown.