



**City of Ketchum
Planning & Building**

| OFFICIAL USE ONLY |
|---------------------|
| Application Number: |
| Date Received: |
| By: |
| Fee Paid: |
| Approved Date: |
| By: |

Subdivision Application-Final Plat

Submit completed application and documentation to planningandbuilding@ketchumidaho.org Or hand deliver to Ketchum City Hall, 191 5th St. W. Ketchum, ID If you have questions, please contact the Planning and Building Department at (208) 726-7801. To view the Development Standards, visit the City website at: www.ketchumidaho.org and click on Municipal Code. You will be contacted and invoiced once your application package is complete.

| APPLICANT INFORMATION | | | |
|---|-------------------------------|------------------------------|------------------------------------|
| Name of Proposed Subdivision: | | | |
| Owner of Record: | | | |
| Address of Owner: | | | |
| Representative of Owner: | | Phone #: | |
| Email: | | | |
| Legal Description: | | RPK | |
| Street Address: | | | |
| SUBDIVISION INFORMATION | | | |
| Number of Lots/Parcels: | | | |
| Total Land Area: | | | |
| Current Zoning District: | | | |
| Proposed Zoning District: | | | |
| Overlay District: | | | |
| TYPE OF SUBDIVISION | | | |
| Condominium <input type="checkbox"/> | Land <input type="checkbox"/> | PUD <input type="checkbox"/> | Townhouse <input type="checkbox"/> |
| Adjacent land in same ownership in acres or square feet: | | | |
| Easements to be dedicated on the final plat: | | | |
| Briefly describe the improvements to be installed prior to final plat approval: | | | |
| ADDITIONAL INFORMATION | | | |
| All lighting must be in compliance with the City of Ketchum’s Dark Sky Ordinance One (1) copy of Articles of Incorporation and By-Laws of Homeowners Associations and/or Condominium Declarations One (1) copy of current title report and owner’s recorded deed to the subject property One (1) copy of the preliminary plat All files should be submitted in an electronic format to planningandzoning@ketchumidaho.org | | | |

Applicant agrees in the event of a dispute concerning the interpretation or enforcement of the Subdivision Application in which the City of Ketchum is the prevailing party to pay reasonable attorney’s fees and costs, including fees and costs of appeal for the City of Ketchum. Applicant agrees to observe all City ordinances, laws and conditions imposed. Applicant agrees to defend, hold harmless and indemnify the City of Ketchum, city officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property, and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests and business invitees and not caused by or arising out of the tortuous conduct of city or its officials, agents or employees. Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct.

Applicant Signature

Date

Final Plat Requirements

Contents of final plat. The final plat shall be drawn at such a scale and contain such lettering as to enable same to be placed upon sheets of 18-inch by 24-inch Mylar paper with no part of the drawing nearer to the edge than one-half inch and shall be in conformance with the provisions of Idaho Code title 50, chapter 13. The reverse side of such sheet shall not be used for any portion of the drawing, but may contain written matter as to dedications, certificates, signatures, and other information. The contents of the final plat shall include all items required under Idaho Code title 50, chapter 13, and also shall include the following:

- Point of beginning of subdivision description tied to at least two governmental survey corners, or in lieu of government survey corners, to monuments recognized by the City Engineer.
- Location and description of monuments.
- Tract boundary lines, property lines, lot lines, street right-of-way lines and centerlines, other rights-of-way and easement lines, building envelopes as required on the preliminary plat, lot area of each lot, boundaries of floodplain and floodway and avalanche district, all with bearings, accurate dimensions in feet and decimals, in degrees and minutes and radii, arcs, central angles, tangents and chord lengths of all curves to the above accuracy.
- Names and locations of all adjoining subdivisions.
- Name and right-of-way width of each street and other public rights-of-way.
- Location, dimension and purpose of all easements, public or private.
- The blocks numbered consecutively throughout each block.
- The outline of any property, other than a street, alley or easement, which is offered for dedication to public use, fully dimensioned by distances and bearings with the area marked "Dedicated to the City of Ketchum for Public Use", together with any other descriptive language with regard to the precise nature of the use of the land so dedicated.
- The title, which shall include the name of the subdivision, the name of the City, if appropriate, county and state, and the location and description of the subdivision referenced to section, township, range.
- Scale, north arrow and date.
- Location, width, and names of all existing or dedicated streets and other public ways within or adjacent to the proposed subdivision.
- A plat note provision referencing the County Recorder's instrument number where the condominium declaration(s) and/or articles of incorporation of homeowners' association governing the subdivision are recorded.
- Certificate by registered engineer or surveyor preparing the map certifying to the accuracy of surveying plat.
- A current title report of all property contained within the plat shall be provided to the City and used, in part, as the basis for the dedication of easements and encumbrances on the property.
- Certification of owner(s) of record and all holders of security interest(s) of record with regard to such property.

- Certification and signature of engineer (surveyor) verifying that the subdivision and design standards meet all City requirements.
- Certification and signature of the City Engineer verifying that the subdivision and design standards meet all City requirements.
- Certification and signature of the City Clerk of the City of Ketchum verifying that the subdivision has been approved by the council.
- Notation of any additional restrictions imposed by the council on the development of such subdivision to provide for the public health, safety and welfare.

Final Plat Copies

Both a hard copy and a digital copy of the final plat shall be filed with the Administrator prior to being placed upon the council's agenda. A digital copy of the final plat as approved by the council and signed by the City Clerk shall be filed with the Administrator and retained by the City. The applicant shall also provide the City with a digital copy of the recorded document with its assigned legal instrument number.

City of Ketchum Subdivision Recording Procedures & Plat Certificates

Recording Procedures

Once a subdivision application is approved by the Ketchum City Council, signature and recording of plats shall be completed using the following process:

1. Applicant prints all sheets of the plat on mylar, with all required certificates, and gathers signatures from the owner, surveyor, and health department.
2. Applicant delivers all mylar sheets to Ketchum City Hall, 191 W 5th Street addressed to the Staff Planner on the application.
3. Staff Planner will gather required signatures from the City Engineer and City Clerk and sign the plat.
4. Once all signatures have been gathered, the Staff Planner will notify the applicant that the plat is ready for pick-up at City Hall.
5. The applicant is responsible for gathering all remaining signatures and recording the plat with the Blaine County Clerk and Recorder.
6. Per Section 16.04.030.K of the Ketchum Municipal Code, the following certificates are required for subdivision plats for property within the City of Ketchum:
 - a. Certificate by registered engineer or surveyor preparing the map certifying to the accuracy of surveying plat.
 - b. Certification of owner(s) of record and all holders of security interest(s) of record with regard to such property.
 - c. Certification and signature of engineer (surveyor) verifying that the subdivision and design standards meet all City requirements.
 - d. Certification and signature of the City Engineer verifying that the subdivision and design standards meet all City requirements.
 - e. Certification and signature of the City Clerk of the City of Ketchum verifying that the subdivision has been approved by the council.



**City of Ketchum
Planning & Building**

Plat Certificates - The following certificate language shall be included on all plats for property within the Ketchum City Limits. The certificates listed below are in addition to certificates required by Blaine County.

Ketchum City Council Certificate

I, the undersigned, City Clerk, in and for the City of Ketchum, Blaine County, Idaho, do hereby certify that at a regular meeting of the City Council held on the ____ day of _____, 20__, this plat was duly accepted and approved.

Trent Donat, City Clerk, City of Ketchum

City Engineer Certificate

I, the undersigned, City Engineer in and for the City of Ketchum, Blaine County, Idaho, do hereby approve this plat on this ____ day of _____, 20__, and certify that it is in accordance with the City of Ketchum subdivision ordinance.

Robyn Mattison, City Engineer, City of Ketchum

City Planner Certificate

I, the undersigned, Planner in and for the City of Ketchum, Blaine County, Idaho, do hereby approve this plat on this ____ day of _____, 20__, and certify that it is in accordance with the City of Ketchum subdivision ordinance.

[insert name of planner], City of Ketchum

The following plat certificate is only required for all new subdivisions or projects that require the expertise of a civil engineer.

Project Engineer Certificate

I, the undersigned, project engineer for the [insert name of plat] certify that the subdivision is in accordance with the City of Ketchum Subdivision standards.

[Insert Engineer Name], [Insert Company Name]

For questions or comments on the information provided above, please contact the Planning Department at planningandbuilding@ketchumidaho.org or call (208) 726-7801.