

# BONNEVILLE COUNTY SUBDIVISION AND CONDOMINIUM PLAT CHECKLIST

Plat Name: \_\_\_\_\_

## NOTES:

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

item is shown on plat, see Final Plat Review for additional comments if any

item needs to be completed

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. Provide verification the corner and accessories "are substantially as described in an existing corner record filed" as per I.C. 55-1604, or file a new Corner Record.
- MONUMENTS:** Idaho Code requires the subdivision to be monumented before recording. Show in the legend whether monuments are set or found. If set, indicate the type of monuments, cap 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.**

## CERTIFICATE LIST

Certificate	County plats not in City impact area	County plats within City impact area	City plat within City boundaries	Condominium plat 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	Yes (County only)
Drinking Water System	No	No	Yes <sup>1</sup>	No
City's Acceptance	No	No <sup>2</sup>	Yes	Yes (Ammon only)

**Notes:** <sup>1</sup> *City of Ammon and City of Idaho Falls*

<sup>2</sup> *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 when the first official decision regarding the subdivision is to be made by the County. (I.C. 50-1306; am. 1999).*

***Make sure to use city-specific certificates where required.***

## 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 require the city's version of the Owner's Certificate. The City of Idaho Falls and City of Ammon require 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 \_\_\_\_\_                      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)

**DRINKING WATER SYSTEM CERTIFICATE (IDAHO FALLS)**

Pursuant to I.C. § 50-1334, the owners do hereby certify that all lots shown on this plat are eligible to receive water from the City of Idaho Falls municipal water system and the city has agreed in writing to provide culinary water service to said lots pursuant to the provisions of Title 8, Chapter 4 of the Idaho Falls City Code as amended from time to time.

In Witness whereof, I have hereunto set my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owners

**DRINKING WATER SYSTEM CERTIFICATE (AMMON)**

Pursuant to I.C. § 50-1334, the owners do hereby certify that all lots shown on this plat are eligible to receive water from the City of Ammon municipal water system and said city has agreed in writing to provide culinary water service to said lots.

In Witness whereof, I have hereunto set my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owners

**HEALTH DEPARTMENT CERTIFICATE**

**IRRIGATION WATER RIGHTS CERTIFICATE (County Plats) – 5 Options based on I. C. § 31-3805**

(Options 4 and 5 may also require special conditions in the Development Agreement.)

- 1. The property included in this plat has petitioned for and been removed from all future irrigation water rights.

Date: \_\_\_\_\_ Instrument No. \_\_\_\_\_

- 2. Water rights and assessment obligations are not appurtenant to the lands included within this plat. Lots within this subdivision will not receive a water right.
- 3. It has been determined that the property included in this subdivision is not located within the boundaries of an existing irrigation district. Lots within this subdivision will not receive an irrigation water right.
- 4. Notice is hereby given that all lots or property included within this plat are within the \_\_\_\_\_ Irrigation District and that a suitable surface water delivery system plan has been approved by Bonneville County for such lots or property. All lots will remain subject to assessments levied by such irrigation district and each individual purchaser/owner will be responsible to pay such assessments. All assessments are a lien upon the lots of property unless the purchaser/owner files a petition requesting exclusion from the district. The purchaser/owner may file such petition at any future date. The owner/developer is obligated to comply with the provisions of I. C. § 31-3805.
- 5. Notice is hereby given that all property shown on this plat is within the (Irrigation District, etc.) and that a suitable surface water delivery system plan provided by (Water Company, etc.) has been approved by Bonneville County for such property in accordance with I.C. § 31-3805. All property within the plat including streets will remain subject to assessments levied by such irrigation district. (Water Company, etc.) shall pay assessments for all property shown on this plat unless (Water

Company, etc.) files a petition to exclude the property or any portion thereof, from the district, which (Water Company, etc.) reserves the right to do at any future date. All rights to vote in (Irrigation District, etc.) matters are hereby transferred to (Water Company, etc.) and none shall be retained by owners of any property shown on this plat.

For city plats check with the city surveyor or city engineer.

## NOTES

- **ACCESS RESTRICTIONS:** All restrictions must be noted on a county plat, including double frontage or reverse frontage lots.
- **SETBACK DISTANCE:** setback distance must be noted on a county plat 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 a county 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 county plats.  
*(Dedicated rights of way):* “The County will not maintain roads until constructed to County standards and officially accepted by the Board of County Commissioners. Curb and gutter, 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.”
- **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 the Bonneville County Public Works Standard Specifications and Drawings.”
- **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.”
- **STREET LIGHTING DISTRICTS:** When street lighting is required for a county subdivision, 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:** County 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, contact Public Works, 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.