



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184 FAX (208)234-6587

**FINAL/SHORT PLAT**

Staff Contact: \_\_\_\_\_  
Application Deadline: \_\_\_\_\_  
CDC Meeting (short plats): \_\_\_\_\_  
City Council (final/short plats): \_\_\_\_\_

Filing Fee: \_\_\_\_\_ (see below)      Receipt #: \_\_\_\_\_      Date: \_\_\_\_\_

**PLANNING REVIEW FEES:**

Short Plat: \$202.00 + \$6.50/lot (each plat) + \$1.50 per required notice  
Final Plat: \$120.00 + \$6.50/lot (each plat)

**ENGINEERING REVIEW FEES (short; final plats only):**

Survey Review: \$200.00 + \$25.00/lot  
Plan Review of public improvements: \$200.00 + \$20.00/lot  
Primary Inspections: 1 -10 lots = \$80.00/lot; \$300.00 minimum  
                                  11-20 lots = \$65.00/lot  
                                  21 + lots = \$55.00/lot  
Subsequent inspections \$150.00 per department per trip to the site (billed by the Engineering Department)

**Applicant:**

**Engineer:**

_____	_____
Name	Firm & Contact
_____	_____
Mailing address	Mailing address
_____	_____
Phone (work/cellular/home)	Phone (work/cellular/home)

**Project Information:**

Subdivision Name: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Comprehensive Plan Land Use Designation: \_\_\_\_\_  
Location (Section, Township, Range): \_\_\_\_\_  
General Location: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_

**TERMS AND CONDITIONS**

The approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

I hereby acknowledge that I have read this application and state that the above information is correct. **THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE (NOR WILL A HEARING DATE BE SCHEDULED) UNTIL ALL REQUIRED INFORMATION HAS BEEN SUBMITTED AND VERIFIED.**

I am also aware the applicant or a representative must be present at the Community Development Commission and/or City Council meeting.

**I HAVE READ THE FOREGOING AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

Signature of Applicant: \_\_\_\_\_

By: \_\_\_\_\_

**\* If the application is for a short plat, a sign (giving public notice) will be posted at the proposed site during the course of these proceedings.**



## Development Services Center FINAL SUBDIVISION CHECKLIST

File No.
Related Files
<b>OFFICE USE ONLY</b>

Name of Subdivision: \_\_\_\_\_

Submitting Engineer's Use	City Use	Requirement
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### Application

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Subdivision Application.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning and engineering review fees paid.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) copies of the plat drawn to standards specified in the City of Pocatello subdivision ordinance.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) 8 ½"x 11" or 11"x 17" reduction of the plat drawing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the engineering plans (construction drawings), one of which shall be returned after plans have been mark-up. |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of ownership, interest in property or letter from owner showing intent to sell.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of adjacent lands. (Instrument number and owners name)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, and phone number of developer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, and phone number of design engineer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of proposed subdivision and location by section, township and range.  |

### Construction Drawings

Construction Drawings require full design detail on all elements. (Minimum sheet size 18"x24")

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plans stamped and signed by a professional engineer licensed in the state of Idaho.                   |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow, scale, symbols legend, date of preparation/revision, and initials of designer.           |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map showing relative project location.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard notes and drawings for all construction plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Overall subdivision layout.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sediment and erosion control plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contours showing topography (2' interval).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Typical street sections showing location of curbs, sidewalks and planter strips.                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Rights-of-way, easements and dedications with dimensions and uses identified (proposed and existing). |
| <input type="checkbox"/> | <input type="checkbox"/> | Lots and blocks.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Design benchmark.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Street names, location, width and center line stationing.   |

- Utility locations, size and depth (sewer, water, storm, and utilities such as street lights, junction boxes, etc.).
- Water features (wetlands, streams, etc.) and flood plain extents (if applicable).
- Storm water drainage locations with pond cross-sections of design and discharge point.
- Drainage Calculations (composite runoff coefficient, retention/treatment, detention, discharge rate, peak discharge 100 year for spillway structures).

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- Traffic control plan as needed and in accordance with the most current edition of MUTCD.
- Location of physical encroachments upon the boundaries of the tract (if applicable).
- Detail sheets with all details grouped in a logical order pertaining to construction of this subdivision.

**Plat and Certification Page** Subdivision plats shall conform to all state and local laws and ordinances.

- Boundaries of the tract with dimensions.
- Lots and blocks with dimensions.
- Rights-of-way, easements and dedications with dimensions and uses identified (proposed and existing).
- Owners Certification and Acknowledgement and Notary,
- Surveyor's Certification
- Health Certification
- Irrigation certification
- Declaration of Covenants, Conditions, and Restrictions
- City Certification (surveyor, mayor, city clerk, engineer for the city)
- City Certification (surveyor, treasurer, recorders)

**Note: This is not an all inclusive list, but is meant to act as an aid to those who develop in the City.**

Date verified: \_\_\_\_\_ Verified by: \_\_\_\_\_

## SUBDIVISION AND PLATTING REVIEW PROCEDURES

1. Developer is required to submit two (2) sets of final plans to Planning & Development Services. The final plans shall include two (2) sets of the plat, drawn to standards specified in the City of Pocatello Subdivision Ordinance, and two (2) sets of engineering plans including drainage and excavation detail. Submittal shall also include a letter from each franchise utility company stating arrangements have been made for service. Finally, the subdivision application form and all required fees shall be paid at point of final plat submittal.
2. P&DS notifies, by memo, appropriate City Departments and franchise utilities of the receipt of plans. Departments are requested to come into offices of P&DS and mark-up plans and/or the review summary. **BOTH SETS OF PLANS MUST BE MARKED UP!** It is important for each department to respond by the date noted in the memo. Review shall also be made at the next regularly scheduled Site Plan Review Committee meeting following plan submission.
3. P&DS staff prepares report for City Council consideration. City Council considers the Final Plat at the meeting date as indicated on the subdivision review schedule. Additional requirements established by the Council shall be noted on the marked-up plans.
4. Of the two (2) sets of marked-up plans, one (1) set is returned to the developer, the other is retained in P&DS. The developer shall be required to make noted changes and submit a final set of revised plans to P&DS. It shall be the developer's responsibility to either comply with conditions required or to obtain a waiver through the appropriate department. Departmental waivers shall be submitted in writing to the P&DS Department or shall be clearly noted on the final set of plans and/or review summary – what is being waived, why, and by whom it was authorized.
5. Developer submits two (2) sets of revised or amended plans to P&DS.
6. P&DS staff shall review amended plan to ensure compliance with the marked-up set previously submitted and reviewed. Discrepancies will be noted by P&DS to the developer. Revised plans must be resubmitted in quantities of two (2) until all requirements are correctly shown on the plans.
7. If time allows, final plans submitted by the developer shall also be reviewed at a regularly-scheduled Site Plan Review Committee meeting.
8. Once final plans are approved, the developer is notified by P&DS staff by mail.
9. Developer is required to hold a pre-construction utility coordination meeting including franchise utilities and City Departments.

10. Developer proceeds. When appropriate, developer requests an inspection, via Engineering Department, and submits "as-built" plans.
11. Engineering Department shall notify appropriate City Departments of inspection date and time.

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12. Inspection sheets are returned to the Engineering Department.
13. When development passes inspection, Engineering notifies City Departments. Engineering retains completed "as-built" plans and P&DS disposes of the marked-up/amended plans.
14. The final plat shall not be signed unless all requirements are met and the development passes inspection, or unless an infrastructure guarantee, with security, is executed between the developer and the City.
15. Building permits shall not be issued until the final plat is signed, or unless an infrastructure agreement, with security, is in place.
16. Developer requests a Certificate of Occupancy a minimum of five (5) working days in advance of need from the Building Department. A Certificate of Occupancy shall not be issued unless all requirements of the building permit are met and the development passes inspection, or unless an infrastructure guarantee contract, with security, is executed between the building permittee and the City. In the case of the latter, a temporary Certificate of Occupancy may be issued.



## POCATELLO FIRE DEPARTMENT

408 E. Whitman  
Pocatello, Idaho 83201-6450  
(208) 234-6201 • Fax: (208) 233-4043  
Ambulance Service: (208) 234-6200  
Ben Estes, Fire Chief



### *Fire Prevention Bureau*

### Policy

Date: January 15, 2003

To: Building Department  
Plumbing Contractors  
Fire Sprinkler Contractors

From: Roger Sears, Division Chief/Fire Marshal

Re: Private Fire Service Mains and Appurtenances

Idaho Code 41-254 #7 gives control of single service integrated fire sprinkler systems to the State Fire Marshal, thus also to the local fire department. Idaho Code (plumbing law) 54-2604 #3, states: "A plumbing system does not include a single service integrated fire sprinkler system as defined in section 41-254, Idaho Code". Contractors installing the underground piping systems must be either licensed by the state as a sprinkler system installer, or a subcontractor of the sprinkler system installer.

A "single service integrated fire sprinkler system" is defined as an integrated system of underground and overhead piping, valves and sprinklers used exclusively for fire protection purposes and designed in accordance with fire protection engineering standards, including the International Fire Code, beginning with the first connection to a public water system regardless of the location of the back flow prevention device. This system begins where the water flow is totally dedicated for the fire protection system. It may include a looped main around a building that includes hydrants and sprinkler connections. If there is a tap in the private fire main for the plumbing system, the private main up to that point is not considered a single service integrated fire sprinkler system since the piping up to that point is not used exclusively for fire protection purposes.

Any private water main used to supply water to a single service integrated fire sprinkler system whether tapped for plumbing systems or not is required to be installed, flushed and tested in accordance with NFPA 24 Standard for the Installation of Private Fire Service Mains and Their Appurtenances. Plumbers and fire sprinkler system contractors will need to work together to ensure that combination private mains are installed, flushed and tested in accordance with NFPA 24, NFPA 13, and NFPA 13D, and any other plumbing codes applicable to domestic systems. Failure to do so may cause the City to prevent the water from being turned on for either use. Plumbers involved in the installation of combination systems are advised to obtain a copy of NFPA 24, NFPA 13 and NFPA 13D, and become familiar with the installation, flushing and testing requirements therein; see also attached "Testing of Fire Protection System Installations" document.

Before asking the Pocatello Fire Department for final approval of a private fire service main, the installing contractor shall furnish a Contractor's Material and Test Certificate countersigned by the property owner or representative, and proof of a current certified backflow prevention device installation inspection. An example of a typical certificate is attached to this policy.

## TESTING OF FIRE PROTECTION SYSTEM INSTALLATIONS

Sprinkler systems must be installed by a state licensed fire protection sprinkler contractor. This includes both the underground piping used exclusively for connecting the system to the water supply mains, as well as the network of overhead piping and sprinkler heads. The fact that this underground supply line is considered part of the sprinkler system by state regulations has been a source of confusion in the past. Please be aware of it when hiring a contractor. A copy of the state regulations can be obtained from the Pocatello Fire Prevention Bureau.

System acceptance needs to be proceeded with proper testing of the system to ensure that the basic elements of NFPA 13, NFPA 13D, and NFPA 24 have been satisfied and that the work was completed in an acceptable manner, and the backflow prevention device has been inspected and tagged by a certified inspector. These various tests are the responsibility of the installing contractor. The contractor needs to be familiar with the acceptance tests as outlined in NFPA 13: Chapter 16 and NFPA 24: Chapter 10.

The installing contractor shall:

- a. Notify the Authority Having Jurisdiction (Pocatello Fire Department) AND Owner's representative of the time and date testing will be performed.
- b. Perform all required acceptance tests.
- c. Complete and sign the appropriate Contractor's Material and Test Certificate(s).

The Pocatello Fire Department will sign on the test certificate as a witness to the test. Upon written request from the owner, the Pocatello Fire Department will serve as the owner's representative and sign on the test certificate under that designation.

One problem that we have encountered with contractors flushing underground sprinkler supply lines is the failure to use an adequate volume of water. Satisfactory results can be obtained by:

- a. The maximum flow rate available to the system under fire conditions.
- b. The hydraulically calculated water demand rate of the system including any hose requirements.
- c. That flow necessary to provide a velocity of 10 feet per second.

Pipe size (in.)	Flow rate (gpm)
4	390
6	880
8	1560
10	2440

Another problem that we have encountered is contractors burying the underground supply line before a hydrostatic test is performed. NFPA 24 specifies that pipe joints should be exposed during the test, with backfill between joints to prevent pipe movement. Failure to leave pipe joints exposed during testing will result in a necessity to re-expose the pipe, if leakage exceeds that allowed in NFPA 24, 10.10.2.2.4 (two quarts per hour, per 100 gaskets or joints).

# Contractor's Material and Test Certificate for Private Fire Service Mains

**PROCEDURE**

Upon completion of work, inspection and tests shall be made by the contractor's representative and witnessed by an owner's representative. All defects shall be corrected and system left in service before contractor's personnel finally leave the job.

A certificate shall be filled out and signed by both representatives. Copies shall be prepared for approving authorities, owners, and contractor. It is understood the owner's representative's signature in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with approving authority's requirements or local ordinances.

PROPERTY NAME \_\_\_\_\_

DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

**PLANS**

ACCEPTED BY APPROVING AUTHORITIES (NAMES) \_\_\_\_\_

ADDRESS \_\_\_\_\_

INSTALLATION CONFORMS TO ACCEPTED PLANS  YES  NO

EQUIPMENT USED IS APPROVED  YES  NO

IF NO, STATE DEVIATIONS \_\_\_\_\_

**INSTRUCTIONS**

HAS PERSON IN CHARGE OF FIRE EQUIPMENT BEEN INSTRUCTED AS TO LOCATION OF CONTROL VALVES AND CARE AND MAINTENANCE OF THIS NEW EQUIPMENT?  YES  NO  
IF NO, EXPLAIN \_\_\_\_\_

HAVE COPIES OF APPROPRIATE INSTRUCTIONS AND CARE AND MAINTENANCE CHARTS BEEN LEFT ON PREMISES?  YES  NO  
IF NO, EXPLAIN \_\_\_\_\_

**LOCATION**

SUPPLIES BUILDINGS \_\_\_\_\_

**PIPES AND JOINTS**

PIPE TYPES AND CLASS \_\_\_\_\_

TYPE JOINT \_\_\_\_\_

PIPE CONFORMS TO \_\_\_\_\_ STANDARD  YES  NO  
FITTINGS CONFORM TO \_\_\_\_\_ STANDARD  YES  NO  
IF NO, EXPLAIN \_\_\_\_\_

BURIED JOINTS NEEDING ANCHORAGE CLAMPED, STRAPPED, OR BLOCKED IN ACCORDANCE WITH \_\_\_\_\_ STANDARD  YES  NO  
IF NO, EXPLAIN \_\_\_\_\_

**TEST DESCRIPTION**

**FLUSHING:** Flow the required rate until water is clear as indicated by no collection of foreign material in burlap bags at outlets such as hydrants and blow-offs. Flush at flows not less than 390 GPM (1476 L/min) for 4-inch pipe, 610 GPM (2309 L/min) for 5-inch pipe, 880 GPM (3331 L/min) for 6-inch pipe, 1560 GPM (5905 L/min) for 8-inch pipe, 2440 GPM (9235 L/min) for 10-inch pipe, and 3520 GPM (13323 L/min) for 12-inch pipe. When supply cannot produce stipulated flow rates, obtain maximum available.

**HYDROSTATIC:** Hydrostatic tests shall be made at not less than 200 psi (13.8 bars) for two hours or 50 psi (3.4 bars) above static pressure in excess of 150 psi (10.3 bars) for two hours.

**LEAKAGE:** New pipe laid with rubber gasketed joints shall, if the workmanship is satisfactory, have little or no leakage at the joints. The amount of leakage at the joints shall not exceed 2 qts. per hr. (1.89 L/h) per 100 joints irrespective of pipe diameter. The amount of allowable leakage specified above may be increased by 1 fl oz per in. valve diameter per hr. (30 mL/25 mm/h) for each metal seated valve isolating the test section. If dry barrel hydrants are tested with the main valve open, so the hydrants are under pressure, an additional 5 oz per minute (150 mL/min) leakage is permitted for each hydrant.

**FLUSHING TESTS**

NEW PIPING FLUSHED ACCORDING TO \_\_\_\_\_ STANDARD  YES  NO  
BY (COMPANY) \_\_\_\_\_  
IF NO, EXPLAIN \_\_\_\_\_

HOW FLUSHING FLOW WAS OBTAINED  
 PUBLIC WATER  TANK OR RESERVOIR  FIRE PUMP

THROUGH WHAT TYPE OPENING  
 HYDRANT BUTT  OPEN PIPE

LEAD-INS FLUSHED ACCORDING TO \_\_\_\_\_ STANDARD  YES  NO  
BY (COMPANY) \_\_\_\_\_  
IF NO, EXPLAIN \_\_\_\_\_

HOW FLUSHING FLOW WAS OBTAINED  
 PUBLIC WATER  TANK OR RESERVOIR  FIRE PUMP

THROUGH WHAT TYPE OPENING  
 Y CONN. TO FLANGE  OPEN PIPE & SPIGOT

HYDROSTATIC TEST	ALL NEW PIPING HYDROSTATICALLY TESTED AT _____ PSI FOR _____ HOURS		BURIED JOINTS COVERED <input type="checkbox"/> YES <input type="checkbox"/> NO
LEAKAGE TEST	TOTAL AMOUNT OF LEAKAGE MEASURED _____ GALS. _____ HOURS		NO LEAKAGE ALLOWED FOR VISIBLE JOINTS
	ALLOWABLE LEAKAGE (BURIED) _____ GALS. _____ HOURS		NO LEAKAGE ALLOWED FOR VISIBLE JOINTS
HYDRANTS	NUMBER INSTALLED	TYPE AND MAKE	ALL OPERATE SATISFACTORILY <input type="checkbox"/> YES <input type="checkbox"/> NO
CONTROL VALVES	WATER CONTROL VALVES LEFT WIDE OPEN IF NO. STATE REASON		<input type="checkbox"/> YES <input type="checkbox"/> NO
	HOSE THREADS OF FIRE DEPARTMENT CONNECTIONS AND HYDRANTS INTERCHANGEABLE WITH THOSE OF FIRE DEPARTMENT ANSWERING ALARM		<input type="checkbox"/> YES <input type="checkbox"/> NO
REMARKS	DATE LEFT IN SERVICE _____		
	ADDITIONAL COMMENTS: _____		
SIGNATURES	NAME OF INSTALLING CONTRACTOR		
	TESTS WITNESSED BY		
	FOR PROPERTY OWNER (SIGNED)	TITLE	DATE
	FOR INSTALLING CONTRACTOR (SIGNED)	TITLE	DATE
ADDITIONAL EXPLANATION AND NOTES			

## PRESENTING YOUR INFORMATION TO THE P & Z COMMISSION

### A FEW POINTERS TO HELP YOU MAKE YOUR CASE...

The Planning and Zoning Commission, or P & Z Commission, is a citizen advisory board to the City Council. The P & Z Commission is charged with making reviews and recommendations in matters of community planning and the use of public and private land, including requests on many different land use issues such as subdivisions, rezoning of property, annexation of land into the City, and planned unit developments. In analyzing these requests, the P & Z Commission considers a variety of issues ranging from the physical layout of a proposed development, to landscaping, drainage retention, parking, etc. The P & Z Commission also considers the impact of the proposed use on surrounding lands and land uses.

You were required to submit plans and drawings as part of your application which detailed the various aspects of your proposal, its layout, and its impacts, if any, on adjoining lands. While the P & Z Commission receives copies of this information, the following items may help you present your application in the most favorable light, as well as assisting the P & Z Commission in making the best possible recommendation to the City Council.

1. Color renderings of any and all of your site drawings/plans. Where architectural compatibility is an issue, the color and construction samples may be required (e.g., for planned unit developments). Large plans (18" X 24" at least) for display, as well as smaller (8 ½" X 11") for each Commission member would be helpful.
2. Map(s) of your project site that include the surrounding area. Large maps (18" X 24" at least) for display, as well as smaller 8 ½" X 11") for each Commission member would be helpful.
3. Overhead projections of selected items or ideas.
4. Photographs of the site and surrounding area.

Some audio/visual equipment is available to assist you in your presentation to the Commission. Contact the Planning and Zoning Department at least 24 hours prior to the hearing/meeting for assistance with this or other items.

**Please note that for presentations in a public hearing, all material displayed or used during the presentation become part of the public record and are retained by the City. Also, applicants planning to utilize an attorney during their presentation before the Planning and Zoning Commission are requested to notify the City of that fact in advance of the meeting.**

Regular meetings of the P & Z Commission are open to the public and are taped live on the City's public access channel. Because of this, when you are addressing the Commission, you should:

1. Speak directly into the microphone.
2. Do not engage in conversation with the public. Address the Commission only.
3. Adhere to all protocols which have been or may be established by the P & Z Commission in their efforts to manage the meeting.

# SITE PLAN REQUIREMENTS

MUNICIPAL CODE 17.48.020 B. requires submission of a SITE PLAN with all applications for building permits. The following information is required on all site plans. \*

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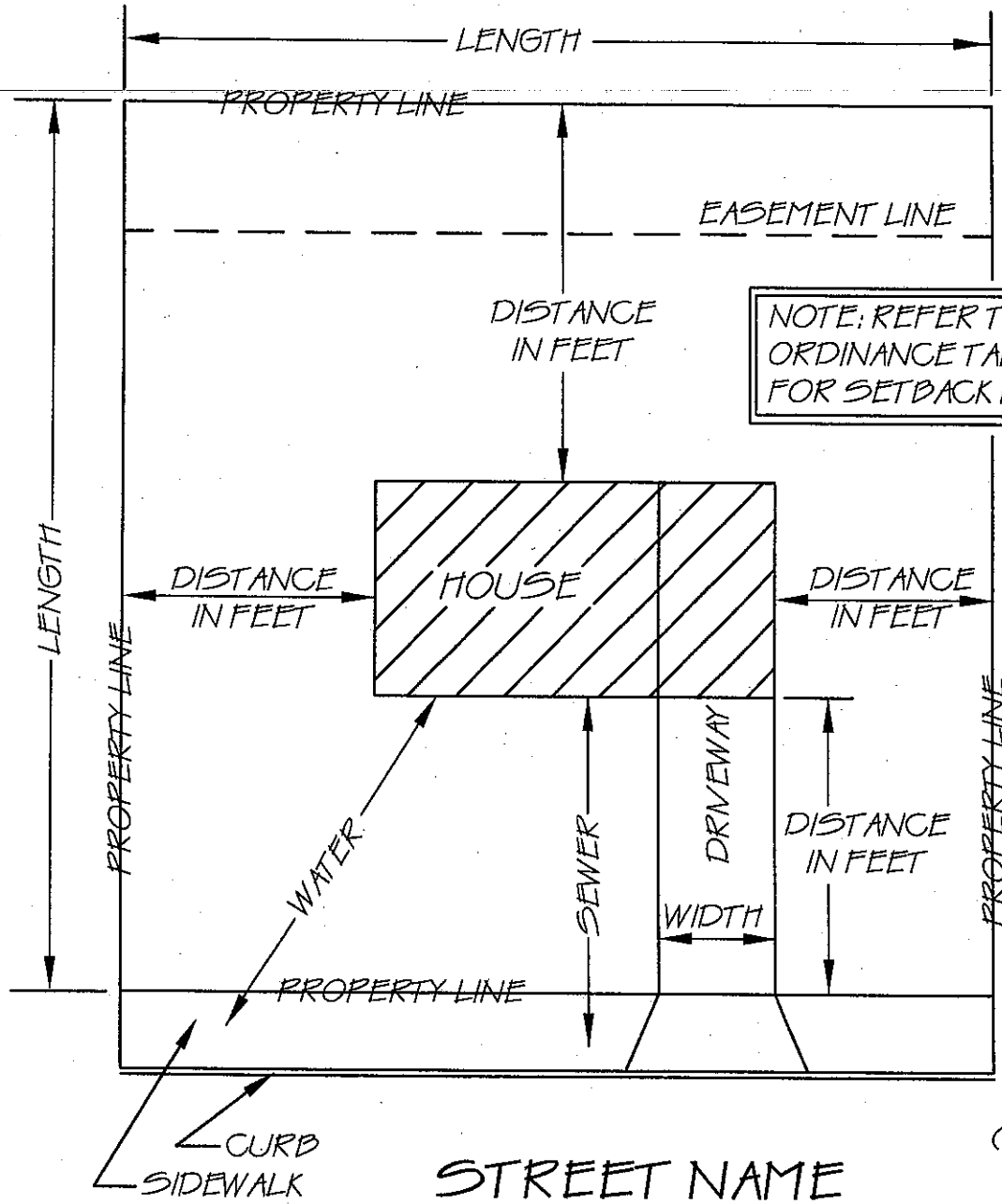
- A. Proposed use/occupancy of any structures
- B. Site plan drawn to scale
- C. Lot, building, parking area, etc., dimensions
- D. Diagram of all buildings, existing and proposed
- E. Location and type of walls, fences, and landscaping
- F. Vehicular, pedestrian, and service access
- G. Off-street parking facilities, including number of spaces, ingress, egress, and traffic pattern
- H. Signs, location, site, height, and method of illumination
- I. Lighting, location and height
- J. Outdoor storage activities, location and type
- K. Location of solid waste collection and disposal facilities
- L. Street right-of-way dimensions, current easements, and necessary dedications of right-of-way or easements
- M. Size and location of water service and sanitary sewer discharge line – locations of connections to public lines
- N. Diagram of methods used for control of on-site storm water
- O. Other such data as may be requested by a site plan review committee member to determine the effect of the development on surrounding property
- P. Proposed buffer from adjacent properties
- Q. Proposed maintenance methods for living landscaping
- R. Contours depicting current site topography and final site topography

Site plan approval is a necessary condition precedent for issuance of a building permit or certificate of occupancy.

Any site plan that does not contain all required information will not be considered by the Site Plan Review Committee.

\*SINGLE FAMILY RESIDENTIAL APPLICATIONS NOT REQUIRING SPECIAL PERMITS OR CONSIDERATION MAY NOT REQUIRE ALL OF THE ABOVE INFORMATION.

# SAMPLE PLOT PLAN



OWNER: JOHN DOE

ADDRESS: 123 IDAHO STREET

LEGAL DESCRIPTION: LOT#; BLOCK#; SUBDIVISION NAME OR ATTACH LONG LEGAL DESCRIPTION

CONTRACTOR: ABC CONTRACTORS



**COMMERCIAL SITE PLAN REVIEW  
AND RESIDENTIAL MULTI-FAMILY  
(3-PLEX AND GREATER) PLAN REVIEW**

1. Developer is required to submit two (2) sets of plans to the Building Department, together with a bidder's list and a tentative timeline. The Building Department attaches status review sheet and sends notice to appropriate City departments that plans are received for review. These departments are required to mark-up **BOTH SETS** of the plans in the Building Department by the date required and to initial, with comments, the attached status sheet.
2. Plans are reviewed at the next regular meeting of the Site Plan Review Committee.
3. Of the two (2) sets of marked-up plans, one (1) set is returned to the developer, the other is retained in the Building Department, along with the review status sheet. The developer shall be required to make noted changes and to submit two (2) sets of revised plans to the Building Department, together with a revised timeline, if necessary. It shall be the developer's responsibility to either comply with conditions required or to obtain a waiver through the appropriate department. Departmental waivers shall be submitted in writing to the Building Department or shall be clearly noted on the plans and/or status sheet – what is being waived, why, and by whom it was authorized.

**Please note: ten (10) days shall be required for plan review by the City each time plans are resubmitted.**

4. Developer submits two (2) sets of revised or amended plans to the Building Department.
5. The Building Department shall review amended plans to ensure compliance with the marked-up set previously submitted and reviewed. Discrepancies will be noted by the Building Department to the developer. Revised plans must be resubmitted in quantities of two (2) until all requirements are correctly shown on the plans.
6. Once plans are approved, the developer is issued a building permit by the Building Department. Conditions established on the plans shall also be considered conditions of the building permit.
7. Developer proceeds. Developer requests a Certificate of Occupancy a minimum of five (5) working days in advance of need from the Building Department. Building Department shall request inspections of site/building by appropriate department (i.e., those having conditions listed as part of the building permit). A Certificate of Occupancy shall not be issued unless all requirements of the building permit are met and the development passes inspection, or unless an infrastructure guarantee contract, with security, is executed between the building permittee and the City. In the case of the latter, a temporary Certificate of Occupancy may be issued.

## EXCAVATION/GRADING PRIOR TO BUILDING PERMIT STANDARDS

The City of Pocatello's Site Plan Review Committee may allow excavations prior to the issuance of a building permit when the following conditions are met or agreed to by the applicant:

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1. Submittal and approval of grading plans are required prior to work beginning on site. The City's Site Plan Review Committee may waive the grading plan requirement.
2. A completed application for a building permit is required.
3. Applicants have 180 days from the time excavation/grading begins to obtain a building permit and initiate construction. If a building permit is not issued and if construction has not begun within this time period, the site must be restored to its original condition. The City may initiate code enforcement proceedings if it is not.
4. Excavation/grading standards found in the Uniform Building Code shall apply in addition to any conditions established by the Site Plan Review Committee. Under no circumstances will a Certificate of Occupancy be issued until all standards and conditions have been met.
5. Excavation/grading work begun prior to the issuance of the building permit is at the risk of the applicant and shall require a performance guarantee in an amount sufficient to the costs of restoring the site.