



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed request, including but not limited to the following: <ul style="list-style-type: none"> ➢ Original project name, annexation/rezone file number and Ordinance number; ➢ Date of City Council approval of Development Agreement, recordation date, and instrument number; ➢ Reason for Development Agreement modification (address whether request is to remove property from an existing Development Agreement and execute a new one, or solely a modification to an existing Development Agreement); ➢ Sections of Development Agreement to be modified and proposed modifications in strike-out/underline format; ➢ Any other supporting information 	Narrative
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map

Additional Requirements for Development Agreement Modifications where a new, stand-alone Development Agreement is proposed/required:

Description	
Include the following additional information in the project narrative: <ul style="list-style-type: none"> ➢ Property owner information, including mailing address information to be included in new Development Agreement 	
Legal description of the property subject to the new Development Agreement <ul style="list-style-type: none"> ● Include a metes and bounds description, stamped and signed by a registered professional land surveyor <u>AND</u> a scaled exhibit map showing the boundaries of the legal description in compliance with the requirements of the Idaho State Tax Commission Property Tax Administrative Rules IDAPA 35.01.03.225.01.h; <u>OR</u>, ● If property is a lot and block within an existing recorded subdivision, include a description of the lot and block along with an exhibit map/plat depicting the location of said lot and block. 	*DA Legal Description

*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.