Subdivision Process Flow Chart

Combined Preliminary/Final Plat Application

(Preferred if subdivision is not a phased plat)

Design Review Committee and Planning and Zoning Commission Hearing for recommendations to City Council. These are typically run concurrently but can be separate if desired by applicant

- Reviewed by City for compliance with code
- City notices agencies, legal ad, radius notice
- Applicant posts property 10 days in advance of hearing (and provides an affidavit)

City Council Hearing

- City notices agencies, legal ad, radius notice
- Applicant posts property 10 days in advance of hearing (and provides an affidavit)
- Council either approves or denies application
- 10 appeal period for applicant or interested parties

Pre-Application Meeting

Schedule through Development Services
(208) 472-2921 or
building@gardencityidaho.org

Neighborhood Meeting

Held by applicant per GCC 8-6A-7 standards

Application Submitted

Applicant submits subdivision application, required materials, and pays fee

OR

Preliminary Plat Application

Design Review Committee and Planning and Zoning Commission Hearing for recommendations to City Council. These are typically run concurrently but can be separate if desired by applicant

- Reviewed by City for compliance with Code
- City notices agencies, legal ad, radius notice
- Applicant posts property 10 days in advance of hearing (and provides an affidavit)

City Council Hearing

- City notices agencies, legal ad, radius notice
- Applicant posts property 10 days in advance of hearing (and provides an affidavit)
- Council either approves or denies application
- 10 appeal period for applicant or interested parties

Construction Plans Submittal

(If not submitted with application)
Staff level review to verify compliance with approvals and code

Re-Submittals

Construction Plans and Final Plat are reviewed by staff to ensure compliance with City Council approvals and Code. Re-submittals are required until it is determined that the final plat and construction plans compliant with regulations and conditions of approval

Construction Plans & Final Plat Submittal

(Must be submitted together)
Final Plat = City Council Review
Construction Plans = Staff level review, cannot be completed until after approval of final plat by City Council

Final Plat must be in substantial conformance with Preliminary Plat or it is remanded to P&Z and DRC

OR

Standard with Surety

Complete Subdivision Infrastructure Except Landscaping

Submit for Landscape Surety
Fill out application
Submit either a letter of credit (as approved by City), or cash to be held in trust & Improvement agreement

Record Final Plat and Easements (*All easements to the City that are not on the plat must be approved by City Council)
& Submit Ada County Approved Addresses to City

Submit for Building Permits
All onsite landscape improvements must be completed unless identified in landscape surety. If the landscaping for individual lots is included in the surety, an agreement shall be in place with any new owner to allow for the landscaping to be completed in accordance with approval.

Release of Landscape Surety
Once all subdivision related landscaping is completed the landscape surety will be released

Notification of Subdivision Completion Issued

Standard

Construct Subdivision Infrastructure Including Landscaping Improvements

Record Final Plat and Easements (*All easements to the City that are not on the plat must be approved by City Council)
& Submit Ada County Approved Addresses to City

Notification of Subdivision Completion Issued

Submit for Building Permits

Restricted Build Agreement

Enter Into Tiered Restricted Build Agreement

Tier 1: Infrastructure Construction Only
Only construction of subdivision infrastructure allowed until after 1) water and sewer for the subdivision has been inspected and approved, 2) drainage is approved, 3) final plat and easements are approved and recorded, 4) Ada County approved addresses submitted to City, and 5) No build agreement is recorded on each lot

Tier 2: Limited Construction Building Permits
Building permits may be submitted to City (for the entire structure and lot and all associated fees must be paid). Partial permits may be issued for non combustible work (footings and foundations). Full building permits will not be issued until after fire approved roads, hydrants, and joint trench are installed.

Tier 3: Full Building Permits
No Certificates of Occupancy will be issued until the subdivision is complete in its entirety; or a landscape surety is in place for landscape improvements.

All onsite landscape improvements must be completed unless identified in landscape surety. If the landscaping for individual lots is included in the surety, an agreement shall be in place with any new owner to allow for the landscaping to be completed in accordance with approval.

Release of Landscape Surety
Once all subdivision related landscaping is completed the landscape surety will be released

Release of Restricted Build Agreement and Notification of Subdivision Completion Issued