



CITY OF ROBERTS

FINAL DEVELOPMENT/PLAT APPLICATION

(PUD / Single-Family Attached Dwellings / Mobile Home Park Development)

APPLICATION INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (if different from applicant)

Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROJECT PROFESSIONALS (If Applicable)

Project Manager (Primary Contact) : _____

Phone: _____ Email: _____

Surveyor: _____

Phone: _____ Email: _____

Engineer: _____

Phone: _____ Email: _____

Planner: _____

Phone: _____ Email: _____

PROJECT INFORMATION

Project Name: _____

RPD #: _____

Site Address: _____

Current Zoning District: _____

Approved Preliminary Development Plan Date: _____

LEGAL DESCRIPTION

Final legal description prepared by licensed surveyor:

PROJECT PROFESSIONALS (CONFIRMATION / UPDATES ONLY)

This section confirms or updates professionals previously submitted with the Preliminary Development Plan. Only changes must be listed.

Surveyor: _____

Phone: _____ Email: _____

Engineer: _____

Phone: _____ Email: _____

Project Manager: _____

Phone: _____ Email: _____

Planner (if applicable): _____

Phone: _____ Email: _____

No changes from Preliminary Development Plan professionals

FINAL DEVELOPMENT PLANS

- Final engineered site plan
- Final subdivision plat prepared and signed by surveyor
- Final utility plans (water, sewer, electric, gas, telecom)
- Final grading and drainage plan
- Final street and access layout
- Final landscaping plan
- Final lighting plan
- Phasing plan (if development is phased under approved plan)

DEVELOPMENT SCHEDULE AND DESIGN SUMMARY

- Final construction schedule by phase
- Final land use summary and unit counts
- Final density calculations

- Final building standards (height, setbacks, parking, coverage)
- Final open space and common area calculations

ENGINEERING AND INFRASTRUCTURE PLANS

- Water system approved by City of Roberts
- Sewer system approved by City of Roberts
- Stormwater drainage design approved
- Street design meets City standards
- Utility coordination completed (electric, gas, telecom)
- Earthwork and grading requirements defined

LANDSCAPING, GREEN SPACE, AND SITE DESIGN

- Final site layout showing all buildings and functional areas
 - Final landscaping plan consistent with Preliminary approval

 - Final green space and open space layout, including:
 - total acreage or square footage
 - location and distribution throughout the development
 - accessibility to residents or public
 - ownership designation (private, HOA, or public dedication)
 - maintenance responsibility clearly defined

 - Screening and buffering provided where required by zoning district standards
 - Final signage plan where required by zoning district or PUD approval
 - Final lighting plan for streets, parking, and common circulation areas
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SOLID WASTE / GARBAGE CONTAINMENT

- Development shall provide for solid waste storage and collection in a manner that prevents litter, odor, and nuisance conditions

Development shall designate one of the following service methods:

- Individual residential tote service (each dwelling unit served at individual collection points; typically utilizing the City of Roberts contracted waste provider)

OR

- Communal collection system (shared waste collection location(s) serving multiple dwelling units)

- Communal collection systems may utilize any licensed waste hauler of the developer's or HOA's choosing, provided the system is compatible with safe and regular collection operations

- The City of Roberts contracted waste provider is encouraged for all developments; however, its use is not required for communal systems
- All waste storage areas shall be contained and maintained in a sanitary condition at all times
- All collection points shall be designed and located to allow safe and practical access by waste collection vehicles

LEGAL DOCUMENTS / DEVELOPMENT CONTROLS

- City-approved Development Agreement (if required under Ordinance 2026-574)
- Easements (utility, access, drainage, public use)
- Dedications (rights-of-way, public improvements)

Where applicable by zoning district and development type:

- Party Wall Agreements (attached dwelling developments only)
- Common Facilities Agreements
- Condominium Declaration
- Deed restrictions / protective covenants

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COMPLIANCE WITH PRELIMINARY APPROVAL

- Final plan consistent with approved Preliminary Development Plan
- No material deviations without City approval
- All preliminary conditions satisfied
- Infrastructure feasibility confirmed
- Density and zoning compliance verified
- Development Agreement conditions incorporated (if applicable)

COUNTY RECORDING ACKNOWLEDGMENT

After City approval:

- Final Plat will be submitted to Jefferson County Recorder for recording
- Recording establishes legal lots, parcels, and easements
- County Assessor updates tax records after recording is complete
- City does not assign tax parcel numbers

APPLICANT CERTIFICATION

I certify that this Final Development Plan / Final Plat conforms to the approved Preliminary Development Plan and all applicable City of Roberts ordinances.

Applicant Signature: _____ Date: _____

ACKNOWLEDGMENTS & REQUIREMENTS

Initial each:

_____ A Development Agreement approved by the City Council is required prior to final approval.

_____ All engineering, legal, and professional review costs are the responsibility of the applicant.

_____ Additional requirements apply to projects with attached dwellings and/or mobile home parks.

_____ The City may withhold approvals until all requirements and fees are satisfied.

FOR OFFICE USE ONLY

Application Received By: _____ Date: _____

Mayor: Y / N Council Date: _____ Approved Denied Approved w/ Conditions

City Office Signature: _____ Title: _____ Date: _____

If Approved with Conditions (if applicable)

If Denied

Denial Reason(s):

COMPANION INSTRUCTION SHEET

PURPOSE

This Companion Sheet is intended to explain the review and approval process for Preliminary Development Plans submitted to the City of Roberts. It applies to Planned Unit Developments (PUDs), Single-Family Attached Dwellings, and Mobile Home Park Developments.

This document is for informational purposes only and does not replace City ordinances or application requirements.

REVIEW AND APPROVAL PROCESS

The Preliminary Development Plan will be processed in a manner similar to a Zone Change application and may include public notice and hearing requirements.

STEP 1 – APPLICATION INTAKE

- Application submitted to the City
- Staff reviews application for completeness
- Applicable fees collected
- Project is assigned for review

STEP 2 – STAFF REVIEW

- Review of zoning compliance and Comprehensive Plan consistency
- Evaluation of general site layout and feasibility
- Review of utility availability and access concepts
- Coordination with applicable service providers as needed

STEP 3 – PUBLIC NOTICE & PUBLIC HEARING

Public notice will be provided in accordance with City of Roberts ordinance requirements and Idaho Code Title 67.

A public hearing will be held before the **City Council** to review the Preliminary Development Plan. The hearing provides an opportunity for public comment regarding the proposed development, including its consistency with the Comprehensive Plan, zoning regulations, and availability of public infrastructure and services.

Following the public hearing, the City Council will consider all testimony, staff findings, and applicable standards prior to making a decision on approval in principle.

STEP 4 – CITY COUNCIL REVIEW (APPROVAL IN PRINCIPLE)

The City Council will review the Preliminary Development Plan to determine whether:

- The proposed development is consistent with the Comprehensive Plan

- The proposal meets applicable zoning and ordinance requirements
- The development is compatible with surrounding land uses
- Public utilities and services can reasonably support the proposal
- The development promotes the public health, safety, and welfare

The City Council may:

- Approve in principle
- Approve with conditions
- Deny the application

Approval in principle does not authorize construction.

STEP 5 – FINAL DEVELOPMENT PLAN ELIGIBILITY

If approved in principle, the applicant may submit a Final Development Plan application.

Final approval requires:

- Detailed engineering and construction plans
- Utility design and approvals
- Compliance with all applicable ordinances
- Execution of a Development Agreement (when required)
- Compliance with all conditions of preliminary approval

No construction or development may begin until final approval is granted.

IMPORTANT NOTICE

- Preliminary approval does not authorize grading, construction, or building permits
- All development is subject to compliance with City of Roberts ordinances
- Additional conditions may be imposed at Final Development Plan stage
- Mobile Home Parks and Attached Dwellings must comply with Chapter 6 and Ordinance 2026-574 requirements where applicable

CITY AUTHORITY

The City Council serves as the reviewing and decision-making authority for Preliminary Development Plans in the City of Roberts.