



Independent Surveyor Review Checklist

SUBDIVISION NAME: Preparer should check with the County to be sure there are no conflicting names.

STREET NAMES: Preparer should check with the County to be sure there are no conflicting names.

TITLE BLOCK: Should show the following: County, Section, Township and Range.

BASIS OF BEARINGS: Indicate the line and the monuments the bearings are based upon.

SCALE AND NORTH ARROW: The drawing will be to a standard scale that ensures clarity of all lines and will show a North arrow. Will the text be legible when making copies or making a scan of the document?

PUBLIC LAND CORNERS: Subdivision must be tied to at least 2 public land corners. Show the Corner Perpetuation and Filing record instrument number.

POINT OF BEGINNING: Label the Point of Beginning.

MONUMENTS: Monuments are to be set (ID Code 50-1303), also show what was found. A legend with symbolology may be used. Idaho Code requires the subdivision to be staked prior to recording. If you are not setting interior monuments at this time, you will need to send a letter and a bond or cash deposit in the amount of 120% of the cost to monument said corners to Teton County (ID Code 50-1332).

PLAT MAP: Per State Code, show lots, blocks, streets, easements, etc., and adjacent subdivisions, highways, streets, canals, rivers and other important features. All boundaries must close mathematically. Lot areas shall be shown in acres. Each and all lengths of the boundaries of each lot shall be shown, along with each and all lengths of the exterior boundary.

Curve and line tables should be used only when you cannot place the text along the curve or line due to its length, don't let the computer default to curve and line tables. The curve and line information must be on the same sheet as the line work, it **cannot be on a different sheet**.

BOUNDARY DESCRIPTION: Must agree with the drawing and close mathematically.

SURVEYOR SIGNATURE: The surveyor preparing the document will sign and seal all of the sheets.

WATER SUPPLY: A statement of water supply (ID Code 50-1334) must be included in the owners certificate or deed of dedication 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 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 new water system*), a new water system, and that said system has sufficient contributed capital to comply with Idaho Code, Section 50-1334."



OWNER'S CERTIFICATE: The owners name(s) shall be printed below the signature line.

A suggested standard form for the owner's certificate is as follows:

KNOW ALL BY THESE PRESENTS: that we the undersigned are all of the 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 and streets to be hereafter known as *(full name of subdivision)* and do hereby *(this is where dedications of rights-of-way to public entities and grants of ownership or easements to non-public entities for specified purposes or uses are made)*. We also certify that the lots within this subdivision will be served by *(at this point insert the appropriate water supply statement)*.

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of ____, 20____.

Understandably, this certificate will need to be modified depending on the type of roads (private or public), type of owners, and other possible conditions. However, the reference to easements and the water supply statement should remain substantially the same.

ACKNOWLEDGEMENTS: Individual, Corporate and/or Limited Liability Company and others, in the form as required by Idaho Title 55, Chapter 7.

IRRIGATION CERTIFICATE: Certificate must be included on the plat and worded similar to the example for one of the following cases per Idaho Code section 31-3805:

Subsection (1)(a): If the subdivision has been petitioned out of the irrigation district:

"The property included in this plat has been petitioned for and been removed from all future irrigation rights.
Date: _____ Instrument No. _____"

Subsection (1)(b): If the subdivision is to remain in the district, the underground system must be shown on the improvement drawings with a signature line for the irrigation district's review and the certificate on the plat shall be worded similar to the following:

"This property remains in an irrigation district and a suitable irrigation water delivery system will be provided in compliance with Idaho Code Section 31-3805 subsection (1)(b), as shown on the approved improvement drawings."

Subsection (2)(a): If subsection (1)(a) or (1)(b) are not to be complied with, the certificate shall be worded similar to the following:

"The property included in this plat is within the *(name of the Irrigation entity)* Irrigation District, suitable water deliveries systems have not been provided. The assessments will be levied by the irrigation company, are a lien on the property, and are the responsibility of the lot owner. The owner-developer is obligated to comply with the disclosure provisions of Section 31-3805, subsection (2)(b), Idaho Code or may be liable to the purchaser and irrigation entity as defined in Section 31-3806, Idaho Code."

If the subdivision does not fall within the boundaries of an existing irrigation district (*irrigation water delivery entity*), the certificate on the plat should be similar to the following:

"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."

EASEMENTS: Both newly created and existing easements are to be shown on the drawing. Existing easements shall be identified as prescriptive or the book and page and/or instrument number of recorded easements must be provided.

FEMA FLOODPLAIN: A warning or statement concerning areas that fall within the FEMA floodplain must be shown on the drawing. Provide the Firm Map number.

MAINTENANCE: A statement with regard to the maintenance of the roads shall be shown on the drawing. Are the roads dedicated rights of way, or private?



CERTIFICATES: Other certificates may be required as per Teton County or Idaho Code. Some but not all of these include:

- Owner's Certificate
- Recorder's Certificate
- Treasurer's Certificate
- Health Department Certificate
- Surveyor's Certificate
- Certificate of Review "Verification of plat and computations, Idaho Code 50-1305"
- Irrigation Certificate
- Lienholder's Certificate
- County's or City's acceptance

SIGNATURES: All signatures shall be in reproducible BLACK ink, ID Code 50-1304.



Independent Plat Review Guidelines

PROCEDURES

1. **Application Format to WEI:** Application materials may be hard copy or scalable pdf files. Other native applications files such as Word and AutoCAD using e-transmit to pull together all pertinent files and settings are also acceptable.
2. **Planning Department as Clearinghouse:** Teton County Planning Department (Planning) is responsible for all development and plat reviews, and must be copied on all development submittals.
 - a. **Initial Plat Review Submittals-** WEI and Mountain River will review first-time plat submittals when:
 - **Hard copy-** (paper) materials are submitted directly from the applicant to WEI (WEI and Mountain River) and WEI has been able to confirm with Planning that the plat is ready for review; or
 - **Electronic copy-** application materials are submitted to WEI by email and copied to Teton County Planning, or uploaded to WEI's FTP site. Please notify WEI by email of FTP uploads. WEI will confirm with Planning that the plat is ready for WEI and Mountain River review.

Materials to submit include the final plat to Mountain River and Final Plat, Final Master Plan, Preliminary Plat, and engineering improvement drawings to WEI.

- b. **Questions and Responses to Review Comments and Revised Plats:** Questions and preliminary narrative responses may be made by phone or email (text, html, or Microsoft Word format), or by electronic file attachments to an email (Microsoft Word or Adobe PDF format). Revised plats may be sent by paper copy or electronically by PDF or CAD format readable by AutoCAD, including all associated files and settings. WEI and Mountain River will reply to both applicant/agent and Planning. WEI recommends that plats are submitted in paper or electronic format for final verification of conformance to review comments *before* mylars are submitted.
 - c. **Mylars for Signature:** Options for mylar submittal are:
 - Submit mylar and hard copy to Planning and allow Planning to send hard copy to WEI and mylar to Mountain River (most time consuming); or
 - Notify Planning and submit mylar directly to WEI, which WEI will review as time permits and then forward the mylar plat to Mountain River for review and signature, if approved (less time consuming); or
 - The preferred method is for the applicant to notify Planning, submit the mylar directly to Mountain River, and submit a copy (on paper or electronically) to WEI for concurrent review (least time consuming).

Mountain River may sign the plat once their surveyor review comments pertaining to State statutes are addressed. However, unless final verification of conformance has already been obtained per (b) above, it may be advisable to delay surveyor signature until WEI has approved the plat pertaining to the non-surveying review required by the County. If dedicatory language or other narrative sheet changes must be made, that sheet will have to be replotted and re-signed. If a change or addition to an easement or right-of-way is required on graphic sheets, the surveyor will need to review the change for accuracy and closure which could also require resigning the plat. *Planning will not submit the plat for final signatures until WEI and Mountain River have signed the plat.*

Once Mountain River has signed the plat, the applicant may choose to pick up the signed plat from Mountain River or have Mountain River send the signed plat back.

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150 Courthouse Dr. Room 107, Driggs, ID 83422
208-354-2593 ph. 208-354-8778 fax
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3. **Review and Response Time:** WEI and Mountain River will attempt to perform reviews and provide a final response according to the following schedule:
 - **Initial Plat Review** - Within 3 calendar weeks of receipt of the plat;
 - **Questions and Responses to Review Comments** - Within 5 working days of receipt of submittals (does not include weekends or holidays recognized by WEI or Mountain River); and
 - **Final Plat Review or Mylars for Signatures** Within 3 working days of receipt.The actual turn-around time may be quicker, but it should not be expected. Vacation and sick leave will likely affect the above time frames. WEI and Mountain River would appreciate not having constant inquiries regarding the status of the review if the above review periods have not lapsed.

For the benefit of the applicant, either WEI or Mountain River may provide a “draft” review in advance of our combined final review. This will give the applicant the opportunity to correspond with the reviewer with questions, comments, explanations, or requests for review comment changes before the final review comments are issued to the County.
4. **Review Comments Addressed:** *Every review comment shall be addressed!* When addressing review comments, there are two options. Either 1) the plat is brought into conformance with the review comment, or 2) the applicant may explain, in writing, the particulars and background pertaining to the review comment, and why it would be unnecessary or even inappropriate to conform to the review comment. If a review comment is addressed by explanation, WEI and/or Mountain River will consider the explanation, may confer with applicant and/or Planning, and will decide whether or not to accept the explanation. Applicant responses to review comments that do not address *all* review comments either by conformance or written explanation will be considered incomplete.
5. **Cross Communication:** WEI and Mountain River will copy each other and Planning on all written communication so that there is consistency.
6. **Plats in Incorporated Cities:** Per Idaho State Statutes, Counties (not Cities) have the statutory requirement to review and approve plats, not cities. Cities certainly can require reviews and stipulate requirements above and beyond state statutes, and most cities and counties do. Teton County is now exercising their right to require their own review of plats rather than just accept the reviews by others as meeting their legal requirement. The County-required review covers the typical closure and state statute items, and also our non-surveying review to verify consistency and compatibility between the plat and engineering plans. We require not only the plat, but engineering plans as well. We will not be reviewing the engineering per se, but evaluating the plat needs to accommodate the design.

REQUIREMENTS

7. **Plats and Master Plans:** Per the Teton County Subdivision Ordinance, 9-3-2.D.2.A (May 26 2009 version), the Final Master Plan (Paragraph ‘i’) and Final Plat (Paragraph ‘iv’) are two separate documents. The plat would have information relating to the delineation of land into lots, tracts, rights-of-ways, easements, and would provide associated dedications there for. The master plan would contain building setbacks and/or envelopes, land use breakouts and summaries; utility layouts and/or notes, overlays and other special zones (such as for wildlife migration, wetlands, wildlife and plant reserves, flood hazard and floodplains, etc.), contours, and other notes relating to development as desired. Teton County Code requires that the final Master Plan be recorded in addition to the plat. (Amended 12/8/2009)
8. **Dedications:** As per Teton County Title 9 definition, “dedications” shall be to a public agency. They can be right-of-way (ownership) for roadways, drainage, and utilities, or an easement such as for drainage, roadway slope easements, or utilities.



9. **Grants:** Easements and sometimes rights-of-way or tracts are granted to non-public entities, such as companies, districts, or associations (e.g. HOA), for uses such as utilities, drainage, fire apparatus access, irrigation, recreation, open space, access, and etcetera.

All granted easements and properties must have both a stated recipient and a stated use. The use may be identified as non-exclusive. If easements exist on the property to be platted, they must be shown (or described for blanket easements). If they are prescriptive, that should be identified. If the easement is recorded, the recorded book and page and/or instrument must be referenced on the plat.

[It is our understanding that, in the truest sense, legal aspects of granting easements or rights and deeding of property requires acceptance, which cannot be done on a plat unless the grantee is a signer on the plat, which often is not the case. Consequently, many agencies require that all easements to non-public agencies that are not signers on the plat must be granted by separate instruments that are recorded before or simultaneously with the plat. The plat then shows and/or documents the easement and references the book and page and/or instrument that provided it. The separate instrument approach is less convenient, but arguably more legal. We are not taking a position here, but solicit comment from the surveying, engineering, and development community on this matter.]

10. **Easements Defined:** Avoid describing easements as “so many feet each side of an undefined alignment”. Use bearings and distances for the centerline and a width adequate to encompass the area needed for an easement. This method is suitable even for meandering facilities such as ditches. Otherwise, use blanket easements.
11. **Irrigation easements:** These easements must be granted to the entity that owns the facilities that exist or will exist in an irrigation easement. If there is not an specific entity (as in a ditch owned by an irrigation company) but instead a number of property owners (private lateral), then the easement should be granted to all “users of the irrigation facility”. This includes upstream property owners that use the facility on the Site to convey tailwater, and downstream property owners that use the facility on the Site to supply irrigation water. Granting the easement to the Site HOA with a purpose of allowing use by others may firm up what may already be a prescriptive use, but it is more definitive to grant the easements to the users, not the subdivision owner for others to use.
12. **Floodplain and Drainage Right-of-Way, Tracts, or Easements:** Floodplains exist whether mapped by FEMA or not. If a drainage way (consisting of an obvious incised channel or otherwise) is shown as a blue line on a USGS Quadrangle Map, the limits of the floodplain should be analyzed using appropriate industry procedures. As a minimum standard, if a drainage way has an overall watershed consisting of combined onsite and upland offsite area of 320 acres or more, or has a 100 year thundershower or snowmelt/rainfall runoff of 100 cfs or more, it also should be analyzed using appropriate industry procedures.

Recorded or plat dedicated right-of-way or easements must be provided that encompass the applicant-derived floodplains and also 100 year thundershower or snowmelt/rainfall runoff drainage from regional, neighborhood, or otherwise concentrated point discharge drainage. Drainage easements shall be dedicated to Teton County, Idaho, to be maintained by the property owners’ association.

13. **Flood Hazard:** Flood Insurance Rate Maps (FIRMs) show FEMA regulated flood hazard areas. A note should appear on the plat that references the applicable FIRM map(s) that cover the area of the plat, and a notification provided as to whether any of the property to be platted lies in a FEMA regulated flood hazard area. If a FEMA regulated flood hazard area does encroach upon areas covered by the plat, the floodplain delineation shall be shown and labeled on the plat as the “approximate effective floodplain limit per FIRM XXX.” A legend and hatches may be used to identify floodplains, but the note above emphasizing that the limit is approximate is required either on the plat or in the legend. Easements may be provided but are not



required for FEMA floodplains, because they are based on the work of others, and exact location is not easily overlaid on sites.

[GRW has a concern with putting the FEMA floodplain delineation on the plat as per above because floodplain maps are schematic, typically prepared with rough mapping, and placement of the floodplain on a plat drawing will, at best, only be approximate. Yet, without special precautions, the shown delineations on plats could be taken as absolutes. Furthermore, there may be more confusion if the property being platted is undergoing or is subsequently involved in a Conditional Letter of Map Revision (CLOMR), Regular LOMR, or Letter of Map Amendment (LOMA) process. Effective (not pending or hopeful) mapping has to be regulated, and so the effective floodplain should be provided for, but this could change if FEMA subsequently approves something less. On the other hand, future buyers should have the benefit of seeing the floodplain on the property. Options are to have it on the Master Plan that is recorded and not the plat, or both. Comments?]

- 14. **Public Roads:** Roads that will be public must be in right-of-way dedicated to Teton County, Idaho, for purposes to include roads and access, drainage, and utilities. These cannot be easements.
- 15. **Fire Apparatus Turn-Around:** Either “right-of-way” or an “access/non-parking easement” granted to the Teton Fire District for the purpose of fire apparatus turn-around must be provided. They must geometrically meet the District’s fire apparatus turn-around requirements.
- 16. **Temporary Turnarounds:** If these are located offsite of the area being platted, an easement therefore must be recorded and referenced on the plat by book and page and/or instrument number. Even if the land is currently owned by the developer of the property being platted, there still must be a recorded easement.
- 17. **Lien Holder’s Certification:** Where there is a lien or security interest holder on the property, the plat shall include a lien holder’s certificate as follows:

LIENHOLDERS CERTIFICATION

The undersign hereby certifies that it is a holder of a security interest upon the property hereon described and does hereby join in and consent to the dedication of the land described in said dedication by the owners thereof and agree that its security interest which is recorded in Book XXX at Page XXX of the public records of XXX County, XXX [State] shall be subordinated to the dedication shown here on.

In witness whereof, the said corporation has caused these presents to be signed by its _____, with the authority of its board of directors this _____ day of _____.

By: _____ For _____
XXX [Lien holder]

STATE of XXX)
)ss
COUNTY OF XXX)

The foregoing instrument was acknowledged before me by _____ for XXX [Lien holder] this _____ day of _____.

Witness my hand and official seal: _____
Notary Public

My commission expires _____



18. **Drawing Scales:** Provide bar scales without any text scale. Then any copies, prints, or reproductions thereof at any scale (even if on 18" X 27", but the plot is slightly enlarged or reduced) will still have the bar or graphic scale and graphic portion of text at the same scale. Additional scale text is unnecessary and even wrong unless the plot or copy is precisely at the correct scale.

ADDED 10/22/09

19. **Crossing Easements Fully Delineated:** Where easements of two different types or possessing unique combinations of types intersect or meet, there must be line work or description to fully define where the unique type or combination of types ends. For example, if a drainage and utility easement intersects a drainage easement, the utility easement is unique and there must be line work to distinguish where it ends.
20. **Easements Split Across Lot Lines:** If an easement straddles property lines, either both sides should be labeled and dimensioned, or the dimensioning, leader line, and label should make it clear what the total width is and that the easement is centered on the property line.
21. **Easements Labeled and Adequately Described:** By label or legend, all easements must be identified as to the type and width, and any irregularities must have dimensions and bearings/distances in order to be clear.
22. **Easements Offsite:** Existing easements offsite that are adjacent and pertinent to the site being platted, such as for a roadway or extension of an onsite easement, shall be shown and labeled with the instrument number provided. Furthermore, offsite proposed easements that are needed for the site cannot be dedicated or granted as part of the plat. They must be recorded by separate document. If recorded before the plat, provide the instrument number as with other existing easements, and if recorded simultaneously with the plat, label everything the same as if it already existed, and then fill in the instrument number when the plat is recorded.

ADDED 12/8/2009

23. **Plats and Construction Drawings:** Plats are for the delineation of land into parcels, rights-of-ways, and easements. There shall be no proposed facilities shown on plats, nor existing facilities, unless it is absolutely essential to clarify what is being platted or the purpose thereof. Showing existing and proposed facilities on construction plans and on the Master Plan is generally sufficient.
24. **Stamp and Signature of Licensed Professionals:** If plans and plats that are submitted to public agencies are to be used to make policy decisions, such as subdivision and plat approval (that is, if they are "intended to be relied upon to make policy decisions important to the life, health, property or fiscal interest of the public,") they must be sealed, signed and dated. See Idaho Code Section 54-1215(3)(b).
25. **Development in Zone A Floodplains:** Per County Code 12-1-6.A.4.d, "Where base flood elevation data has not been provided [in a FEMA identified flood plain] or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments that contain at least fifty (50) lots or five (5) acres (whichever is less)." This is consistent with federal regulation 44 CFR 60.3(b)(3)s which states that, for A zones, the floodplain administrator shall "require that all new subdivision proposals and other proposed development (including proposals for manufactured home parks and subdivisions) greater than 50 lots or 5 acres, whichever is the lesser, include within such proposals base flood elevation data."

If a proposed subdivision or other proposed development exceeds the threshold identified in 44CFR 60.3(b)(3), then detailed methods, such as for a FEMA Flood Insurance Study, must be used to determine the base flood elevation, except that an administrator may allow simplified methods to be used when:

- The entire floodplain is shown by simplified methods to be located in an open space lot (FEMA 265 p. III-3 and Figure 5 p. III-4); or

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150 Courthouse Dr. Room 107, Driggs, ID 83422
208-354-2593 ph. 208-354-8778 fax
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- The terrain is very steep at the floodplain limit determined by simplified methods, and either all lots or all allowed building areas are outside of the base flood elevation (FEMA 265 p. III-4 Figure 6).

For all other conditions where the threshold is exceeded, detailed engineering methods must be used. “Simplified methods may not be used by the community to complete an Elevation Certificate used for flood insurance rating. Communities must use the detailed methodologies...comparable to those in a Flood Insurance Study for completing the Elevation Certificate” (FEMA 265 pg V-2). “Simplified methods are appropriate for floodplain management purposes only. These methods may be used for the purpose of meeting the requirements of 44 CFR 60.3(a)(3) and 60.3(a) (4) for developments (where there is no mapped floodplain), such as isolated small subdivisions in rural areas which are below the threshold in 44 CFR 60.3(b)(3), or single lots” (FEMA 265 pg V-1).

Simplified rather than Detailed Methods may be used, when allowed by the County Floodplain Administrator, if the effective floodplain delineation *and* the base flood elevations & floodplain delineation using Simplified Methods both result in a floodplain that is entirely contained within an open space lot or lots. FEMA 265 uses the terms “open space lot” and “area to be dedicated as open space,” so while the figure provided to exemplify the concept shows and identifies the open space as a lot or separate parcel, it is possible that it could be an area dedicated as open space that is not a separate parcel, so long as “the actual building sites are clearly outside of the Zone A area,” which the Administrator could take as the building envelope.

26. **Recorder’s Certificate:** For Teton County, provide a heading “Recorder’s Certificate” and then leave a space below it for a sticker that the recorder places on the document.



Culvert Backwater Ponding

Drainage easements are required for all needed drainage conveyance and storage. They shall be provided, delineated, and dedicated on the plat. Culvert backwater flooding shall be designated on the Master Plan and shall show the approximate elevation and area of inundation that is outside the rights-of-way, drainage easements, and riverine floodplains, along with the provision that fill within these flooded areas is permitted. Moreover, building envelopes must not overlay backwater ponding areas. If this is an undesirable restriction, then lot grading should be provided as part of the subdivision design.

Consultants can decide how to address the above procedures, but all points must be addressed! An example procedure is provided below:

- **Legend** – Provide a hatch or shade that will be used on the Master Plan graphics to represent inundated areas that are outside the rights-of-way, drainage easements, and floodplain areas that, in the Legend, are identified as “Approximate area, with proposed lot grading, of estimated 100 year runoff backwater ponding that is outside of rights-of-way, drainage easements, and riverine floodplains. Fill is permitted in this area. The approximate backwater ponding elevation is shown on the plan.”
- **Plan** - Using the hatch or shade provided in the Legend, show the area as described and provide the approximate backwater elevation as:
“Backwater Elevation = xxxx.x +/- ”

The backwater area should not overlap drainage easements, rights-of-ways, riverine floodplains, or building envelopes.