

**City of Richmond**  
**Subdivision Application**  
**PRELIMINARY PLAT**

This application must be completed, signed by all parties, and the filing fee paid at the time the application is submitted. All information required by the Application, including the proper number of paper copies, must be submitted with the application. Plats will only be placed on the Planning Commission agenda based upon the completeness of the submittal.

1. SUBDIVISION NAME \_\_\_\_\_  
LOT # \_\_\_\_\_
  
2. PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
CITY-STATE-ZIP \_\_\_\_\_
  
3. REGISTERED ENGINEER/SURVEYOR \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
CITY-STATE-ZIP \_\_\_\_\_
  
4. APPLICANT (DEVELOPER) \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_  
CITY-STATE-ZIP \_\_\_\_\_
  
5. ACREAGE \_\_\_\_\_ TOTAL # OF LOTS \_\_\_\_\_
  
6. ACREAGE IN COMMON AREA \_\_\_\_\_
  
7. THE ACCOMPANYING MAPS AND DATA MUST BE SUBMITTED AS PART OF THE APPLICATION.
  - FIVE (5) PAPER PRINTS OF THE PLAT
  - ONE (1) REDUCED COPY NO LARGER THAN 8 ½ X 11
  - FIVE (5) PAPER PRINTS OF SKETCH PLAN (if applicable)
  - OWNERSHIP LIST (Within 185 feet of subject property) CAN BE OBTAINED FROM THE RAY COUNTY ASSESSOR'S OFFICE
  
8. ENCLOSED IS THE FILING FEE IN THE AMOUNT OF \$100.00 PLUS POSTAGE FEES IN THE AMOUNT OF \$ \_\_\_\_\_ PAYABLE TO THE CITY OF RICHMOND.

Filing Fee: \$100.00  
Postage Fee: \_\_\_\_\_

**TOTAL FEE COLLECTED: \$ \_\_\_\_\_**

The application must be signed by the legal property owner AND the applicant if other than the owner. The property owner may grant permission for the filing of the application by the means of a signed and notarized affidavit to that effect.

SIGNED: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Applicant

Date application was received by Planning and Zoning Office \_\_\_\_\_

## INSTRUCTIONS FOR PLANNING COMMISSION PRESENTATIONS

The applicant and/or their representative must be present at the Planning Commission meeting. If the applicant is not present, the item will be continued to the next meeting.

**The applicant's presentation should include:**

1. A brief description of the proposed project.
2. Responses to any concerns raised in the City staff's report.
3. Any additional information which the applicant wishes to bring to the meeting (for example, color renderings, maps, photographs, or petitions). *(It is recommended that any additional information be provided to staff in advance, so it can be included in the Commission's packets.)* If additional information is brought to the meeting for a public hearing, it shall be entered as an exhibit and must be retained by the City in its files. If large exhibits are presented, a small, file-size copy shall be provided for the City's files.

**The applicant's presentation is an important factor in the Planning Commission's consideration of the application.**

### ORDER OF THE MEETING

An agenda is published prior to the meeting, indicating the time and place of the meeting, and the anticipated order of the meeting. (the order can be changed by the Chairman during the meeting.)

When the application is called, the following is the standard procedure:

- \* The applicant (or their representative) will present the application to the Commission, as outlined above.
- \* City staff will present their comments and recommendation, generally reviewing the staff report included in the Commission's packets.
- \* The Chairman will invite comments either for or against the application from the audience.
- \* The applicant will be allowed an opportunity for rebuttal.
- \* The Planning Commission members will ask any questions they have of either the applicant or City staff.
- \* The Planning Commission will vote on the application. The Planning Commission's action is a recommendation to the City Council. The applicant will be advised of the date the application will move forward to the City Council. The process will be repeated at the City Council.