

The following items may be required to be submitted for the application to be considered complete:

- Required application fees. The cost for City Engineer review services will be billed to the applicant.
- A statement listing the conditions imposed on the preliminary plat approval with a description of how each has been met.
- PDF of all plans/maps emailed to cdcounter@sunvalleyidaho.gov.
- Six (6) "11x17" copies of the plans.
- Three (3) "D" size set of plans to scale, containing the following:
 - Exterior Boundary of the subdivision shall be tied to not less than two (2) recognized County or City survey monuments and shall identify such monuments;
 - All lots shall be numbered in each block separately. Blocks shall be numbered consecutively throughout all adjoining plots of the same master name;
 - Size of each lot in square feet and acres;
 - All plat notes required by the Commission and/or Council shall be shown on the face of the plat
- Signature page shall contain spaces for the following signatures: Registered Professional Engineer and/or Land Surveyor's "Certificate of Survey", owners dedication certificate with Notary Public's acknowledgement, approval of Mayor and Council of Sun Valley as attested by the City Clerk, approval or sanitary restrictions placed upon the subdivision by the appropriate state official, for approval by City Engineer and other certificated required by Idaho Code, and acceptance of the plat by the Blaine County Recorder's and Blaine County Assessor's offices;
- Copy of private restrictions proposed to be recorded for the purpose of providing governing the use, building lines, open spaces, or any aspect of the development, use and maintenance
- If more than six months have passed since preliminary plat notice, an updated list of names and addresses of all property owners within 300 feet of the exterior boundaries and easement holders with the subject property.