

Ada County Surveyor Concurrent Plat Review Process (CPR)
9/12/2007 Revised 5-20-2008

This review process is an attempt to decrease the amount of time that it takes to process a subdivision or a condominium plat. This process will allow the submitting Professional Land Surveyor to submit a plat to the Ada County Surveyor at the same time a review of the plat is progressing within a city jurisdiction.

This process was implemented as a pilot project beginning with plats submitted on October 1, 2007 and thereafter for a period of six (6) months, to determine whether the new process is faster than and as accurate as the process currently in place. A meeting was held on April 1, 2008, in the Ada County Courthouse (Development Services Large Conference Room) to determine whether the process is working as intended. At this meeting it was decided to continue the process with a review to take place on 4-1-2009. A number of surveyors and 2 members of the development community were in attendance and liked the process.

It is expected that this new process may be modified during this test period to address situations that were not considered at the outset.

While it appears that the order in which the plat is submitted to different agencies may differ between the firms operating in Ada County, it has been determined that in order to speed up the review process a point must be identified where the final plat can be concurrently reviewed when the fewest number of future changes can be introduced. This point is currently assumed to be after the reviews by Central District Health Department and the Ada County Highway District have been completed.

While the intent of this concurrent review is to allow an earlier submittal, it is expected that the plat surveyor will be submitting their work according to the same requirements of Idaho Code and the Rules of Professional Responsibility that they currently are required to follow. Grossly sub-standard work will be returned, will lose its place in the review order, and may be subject to a complaint filed with the Idaho State Board of Professional Engineers and Professional Land Surveyors.

ALL subdivision plats, condominiums and project amendments will follow this process. While this process will apply to all plat submittals, it is of more value to a plat within a city jurisdiction.

Review Procedure Steps for a Subdivision / Condominium Plat

Step 1) After Central District Health Department & Ada County Highway District have approved and signed the plat, the plat surveyor, at his discretion, may now submit the plat to the County Surveyor. The submission must include the following:

- 2 Black line copies of the plat
- 1 copy of the recorded deed
- 1 copy of the Final Street Name Evaluation
- A check, issued to Ada County for the correct amount of the review fees.

If a condominium is being submitted, the declaration needs to be complete and ready for signatures of the owners and the recorded security interest holder(s), and include all of the required exhibits. Otherwise, how will we be able to tell what is necessary? Do you need to talk to the Attorney or us? Please do not hesitate to call us.

Step 2) The plat will be checked in to the Review Log, and the next available Survey Technician will review the plat in the order in which it is received.

Step 3) The technician will red-line the drawing, and create a tech review comment sheet based on the appropriate (condominium or subdivision) checklist. The tech review comments will be passed to the Assistant County Surveyor (ACS) for a cursory review.

Step 4) Any comments by the technician that the ACS feels is not necessary will be removed. Any red-line on the plat, based on the comment, may be marked out and initialed by the ACS. The ACS will perform the cursory review, and the technician will send out the comments to the plat surveyor.

Step 5) The plat surveyor can make the changes he feels are appropriate, and return to us corrected paper copies, with the changes incorporated on the plat, along with the original red-line copy.

Step 6) The technician that originally processed the plat will review the plat, verifying the changes made. Deficiencies will be noted, and will be discussed with the ACS. If deficiencies are significant, the plat will be returned to the surveyor for corrections.

Step 7) The above Step 6 can be repeated if the paper copies are resubmitted prior to signed mylars being submitted. Additional comments will be prepared if necessary.

Step 8) After the changes required by the city jurisdiction AND the our comments have been incorporated in the plat, and the plat has been approved and signed by the city engineer and city clerk, the original mylars, with all required signatures, may be submitted to the County Surveyor for a final approval, along with the red-line mark up copy, previously reviewed.

Step 9) The ACS will review the plat, and with any additional comments will pass the plat mylars on the County Surveyor for the his review.

Step 10) If deficiencies are noted, the mylars will be returned to the plat surveyor with additional comments (back to Step 6). Otherwise, the County Surveyor will sign the plat and notify the plat surveyor that it is signed and ready to pick up. If it is a county plat, we will forward the plat to the county planner to schedule the plat to be signed by the Board of County Commissioners.