



ADA COUNTY
Development Services Department

Megan M. Leatherman, MCRP, Director

MEMO

DATE: 08-21-18
TO: Megan Leatherman, MCRP, Director
CC:
FROM: Zach Kirk, Ada County Engineer
REGARDING: Plat Review Policy Revisions
FILE NO. REF: NA

The following is a summary of revisions made to the plat review policies in an attempt to decrease review times:

1. Efficiency Revision. Condensed the plat review guide into an internal (3 page) memo specifying the items to be checked on a plat and maximum time frame goals. Plat Review Policy Memo 1.
2. Efficiency Revision. Revised policy on confirming the titles of persons signing the plat in relation to the Idaho Secretary of State website. Plat Review Policy Memo 2. This saves review time and saves the applicant time.
3. Transparency Revision. Revised the final plat application to include a contact email for the applicant, owner and city planning staff. This notifies the surveyor, applicant, owner and city staff when final plat review comments are provided. See attached plat review application.
4. Efficiency Revision. Revised the final plat application to request the applicant provide a title report and the approved preliminary plat with the submittal. This saves review time as it allows county staff to compare the easements in the title report against the plat submitted.
5. Efficiency Revision. The final plat application has been revised to allow an ACHD concurrent review option. This saves the applicant time as it allows the county to start a plat review earlier.
6. Efficiency Revision. Plats are being assigned to one of two PLS's at the county. The returned plat then goes back to the PLS that did the first review. This saves review time on the returned plats.
7. Efficiency Revision. One new survey technician has been added to the staff.



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8. Transparency Revision. An internal policy was added that requires a staff surveyor to first notify ACHD when an Ada County review comment could require a second signing of the plat by ACHD. This allows ACHD to determine if the Ada County review comment really warrants a resigning. This saves time by not requiring the applicant go back to ACHD for a second signature.
9. Efficiency Revision. County staff is in the ongoing process of reviewing all comments to confirm that review comments sent out are critical. As well as determine if re occurring comments are an issue with an interpretation of code or history.