



CONSTRUCTION PLAN SUBMITTAL FOR OFF-SITE IMPROVEMENTS OR FOR SUBDIVISIONS REVIEW CHECKLIST

Community Development Department
8930 N Government Way, Hayden, ID 83835

www.cityofhaydenid.us 208-209-2022

Construction Plan Review is associated with all subdivisions (minor/major) off-site improvements related to site development and infrastructure construction not specifically related to a development project. Although not all applications will require all submittals, a complete list of possible items is included within the submittal checklist, for Subdivisions, Off-site Improvements, and Utility Only construction.

CHECKLIST: A request is made by submitting the following:

- Construction plans stamped, signed, and dated by a state of Idaho licensed Engineer of Record for review by the City Engineer to determine that the construction plans meet all of the requirements of the Idaho Code, Hayden City Code, policies, and other requirements.
- Storm Water Calculations
- Construction Checklist

NOTE:

1. *Construction Plans submitted during the appeal period of the Written Decision shall be reviewed at the owner's risk.*
2. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select "Apply for a Planning, Zoning, or Engineering Process".

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Construction Plan Submittal for Off-Site Improvements or for Subdivisions, enter work description, zoning/rezoning, usage, utility, waterfront, and SEV details.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.