



City of Twin Falls  
Planning & Zoning Department  
P.O. Box 1907  
203 Main Ave E.  
Twin Falls, ID 83301

P: 208.735.7267  
F: 208.736.2641

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## Policy Letter

### Preliminary Plat and Parks In-Lieu Process

The Planning & Zoning Department is reaffirming the following policy with regards to the Preliminary Plat application process. Since this process requires extensive coordination between various City Departments and the developer/applicant, it is imperative a pathway through the process be clear and concise. It is the intent of this policy letter to reaffirm City Code and Preliminary Plat Application Requirements:

1. A Pre-Application Meeting Request Form shall be submitted prior to any official action or decisions will be made by City Staff.
2. The Pre-Application meeting shall be scheduled within 15 business days from submittal of a completed form.
3. During the Pre-Application meeting, the Parks Department shall give written determination on whether a Park, or a Parks In-Lieu contribution will be recommended.
4. A Preliminary Plat Application will not be accepted until:
  - a. The plat shows a park per the Parks Department's standards or,
  - b. An application for "Parks In-Lieu" accompanies the application.
5. Planning & Zoning Staff will be responsible to review, prepare and present the Parks-in-Lieu application for both the Parks & Recreation Commission and City Council.
6. Planning and Zoning Staff shall schedule the Preliminary Plat for the Planning & Zoning Commission public meeting **after** a Parks In-lieu decision is made by the City Council **and** the Engineering Department has determined the Preliminary Plat acceptable to city standards.

Questions may be directed to the Planning & Zoning Department at 208.735.7267.



**Jonathan Spendlove AICP**, *Planning & Zoning Director*  
Planning & Zoning Department  
203 Main Ave E, Twin Falls, ID 83301  
Email: [Jspendlove@tfid.org](mailto:Jspendlove@tfid.org)  
Phone: 208-735-7276



# Preliminary Plat Flow Chart

Max 15 Business Days from Completed Pre-Application Request

