

# Short Plat WITH IMPROVEMENTS

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

## REQUIRED SUBMITTALS

A short plat application for four or fewer lots is made by submitting the following information to the Planning Department:

1. The completed attached form and checklist;
2. Four (4) Final Plat Documents (see Subdivision Ordinance for specific information);
3. Title reports with correct ownership, easements, easement holders and encumbrances prepared by the title insurance company;
4. One reduced scale map in an 8 1/2" x 11" format;
5. A fee as prescribed as: \$500.00 payable to the City of Coeur d'Alene.
6. Preliminary layout of utility main extensions (if applicable).

## DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

All supplemental information to be added to the application file must be received by the Planning Department no later than six (6) weeks prior to that date.

For City use only:

Received: City Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Date Stamp here

*This application can be found online at [www.cdaid.org](http://www.cdaid.org) under Planning Department.*



APPLICANT:

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Filling Capacity:

\_\_\_\_ 1. Recorded property owner as of \_\_\_\_\_ (date)

\_\_\_\_ 2. Purchasing (under contract) as of \_\_\_\_\_ (date)

\_\_\_\_ 3. The Lessee or Renter as of \_\_\_\_\_ (date)

\_\_\_\_ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

Engineer and/or Surveyor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Gross Total Net Area Involved: \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.

Total Number of Lots Included: \_\_\_\_\_

Minimum Lot Size Created: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

PROPERTY:

Legal Description of property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REQUIRED CERTIFICATIONS

## CERTIFICATION OF APPLICANT \*

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this  
(insert name of applicant)  
request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
(applicant)

Notary to complete this section for applicant:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

## CERTIFICATION OF PROPERTY OWNER(S) OF RECORD \*:

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(applicant)

*\*For multiple applicants or owners of record, please submit multiple copies of this page.*



## CITY PLAT SUBMITTAL CHECKLIST

Subdivision Name: \_\_\_\_\_

Date: \_\_\_\_\_

No. Lots \_\_\_\_\_ Blocks \_\_\_\_\_ Tracts \_\_\_\_\_

(Place a check mark for each item met, or N/A for not applicable)

Comments

- |    |  |       |  |
|----|--|-------|--|
| 1  | 18" x 27"; 3" margin at left end; 1/2" on other ends.  | _____ |  |
| 2  | Four paper copies of plat document                     | _____ |  |
| 3  | North Arrow  | _____ |  |
| 4  | Scale  | _____ |  |
| 5  | Stamped, signed & dated                                | _____ |  |
| 6  | Subdivision name                                       | _____ |  |
| 7  | Section/Township/Range/Meridian                        | _____ |  |
| 8  | City/County/State                                      | _____ |  |
| 9  | Legend   | _____ |  |
| 10 | Vicinity map   | _____ |  |
| 11 | Easements; location, width & purpose                   | _____ |  |
| 12 | Block numbers  | _____ |  |
| 13 | Lot numbers for all lots, tracts, open spaces, etc.    | _____ |  |
| 14 | Road Right-of-Way widths                               | _____ |  |
| 15 | Road Right-of-Way; dedications                         | _____ |  |
| 16 | Road Names   | _____ |  |
| 17 | Bearings and distances of exterior boundary            | _____ |  |
| 18 | Bearings and distances of interior lot lines           | _____ |  |
| 19 | Exterior boundary corners                              | _____ |  |
| 20 | Interior lot corners                                   | _____ |  |
| 21 | Centerline monuments                                   | _____ |  |
| 22 | Location of any existing structures & distance to P/L  | _____ |  |
| 23 | Special setback lines                                  | _____ |  |
| 24 | Legal description of exterior boundary                 | _____ |  |
| 25 | Acreage to three decimal places (S.F. -nearest foot)   | _____ |  |
| 26 | Curve data incl. delta, radius, chord brg/dist, length | _____ |  |
| 27 | General notes & details                                | _____ |  |
| 28 | Cul-de-sac & knuckle radius                            | _____ |  |

### SIGNATURE PAGE

- |    |   |       |  |
|----|---|-------|--|
| 29 | Surveyor's certificate                        | _____ |  |
| 30 | Owner's dedication certificate                | _____ |  |
| 31 | Notary Public format                          | _____ |  |
| 32 | County Surveyor Certification                 | _____ |  |
| 33 | County Treasurer Certification                | _____ |  |
| 34 | County Recorder Certification                 | _____ |  |
| 35 | Sanitary Restriction/Health District Approval | _____ |  |
| 36 | City Council Approval                         | _____ |  |
| 37 | City Clerk Signature                          | _____ |  |
| 38 | City Engineer Signature                       | _____ |  |
| 39 | Water System Statement                        | _____ |  |

Submittal Reviewed by Applicant's Surveyor \_\_\_\_\_

Date Reviewed \_\_\_\_\_

