



# DE-ANNEXATION APPLICATION

<b>STAFF USE ONLY</b>			
Date Submitted: _____	Received by: _____	Fee paid: _____	Project # _____

## REQUIRED SUBMITTALS

**Application Fee: \$ 700.00**  
+ Actual Cost of Surveyor Review\*\*

*\*Public Hearing with City Council required*

A **COMPLETE APPLICATION** is required at time of application submittal, as determined and accepted by the Planning Department located at <http://cdaid.org/1105/departments/planning/application-forms>.

- Completed application form**
- Map:** Conforming to State of Idaho requirements (see attached example), and legal description of the property for which De-Annexation is requested.
- Letter:** Addressed to the Mayor and City Council stating the reason you are requesting De-Annexation from the City of Coeur d'Alene.
- A legal description:** in MS Word compatible format, together with a meets and bounds map stamped by a licensed Surveyor.
- A vicinity map:** To scale, showing property lines, thoroughfares, existing and proposed zoning, etc.
- Record of Survey:** showing bearings/distances for the exterior boundaries including any linkages needed for contiguity. The existing city limits, the proposed city limits, city limits of nearby cities, when appropriate and a narrative description of the property boundaries taken for the Record of Survey.

## APPLICATION INFORMATION

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS: ENGINEER OTHER</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

**FILING CAPACITY**

- Recorded property owner as to of \_\_\_\_\_
- Purchasing (under contract) as of \_\_\_\_\_
- The Lessee/Renter as of \_\_\_\_\_
- Authorized agent of any of the foregoing, duly authorized in writing. *(Written authorization must be attached)*

**SITE INFORMATION:**

<b>PROPERTY LOCATION OR ADDRESS OF PROPERTY:</b>		
<b>EXISTING CITY ZONING (CHECK ALL THAT APPLY):</b>		
<i>R-1</i> <input type="checkbox"/> <i>R-3</i> <input type="checkbox"/> <i>R-5</i> <input type="checkbox"/> <i>R-8</i> <input type="checkbox"/> <i>R-12</i> <input type="checkbox"/> <i>R-17</i> <input type="checkbox"/> <i>MH-8</i> <input type="checkbox"/> <i>NC</i> <input type="checkbox"/> <i>C-17</i> <input type="checkbox"/> <i>C-17L</i> <input type="checkbox"/> <i>DC</i> <input type="checkbox"/> <i>LM</i> <input type="checkbox"/> <i>M</i> <input type="checkbox"/> <i>NW</i> <input type="checkbox"/>		
<b>TAX PARCEL #:</b>	<b>EXISTING ZONING:</b>	<b>ADJACENT ZONING:</b>
<b>GROSS AREA/ACRES:</b>	<b>CURRENT LAND USE:</b>	<b>ADJACENT LAND USE:</b>
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		

**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: \_\_\_\_\_  
(notary)

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

**NOTIFICATION OF ADDITIONAL FEES:**

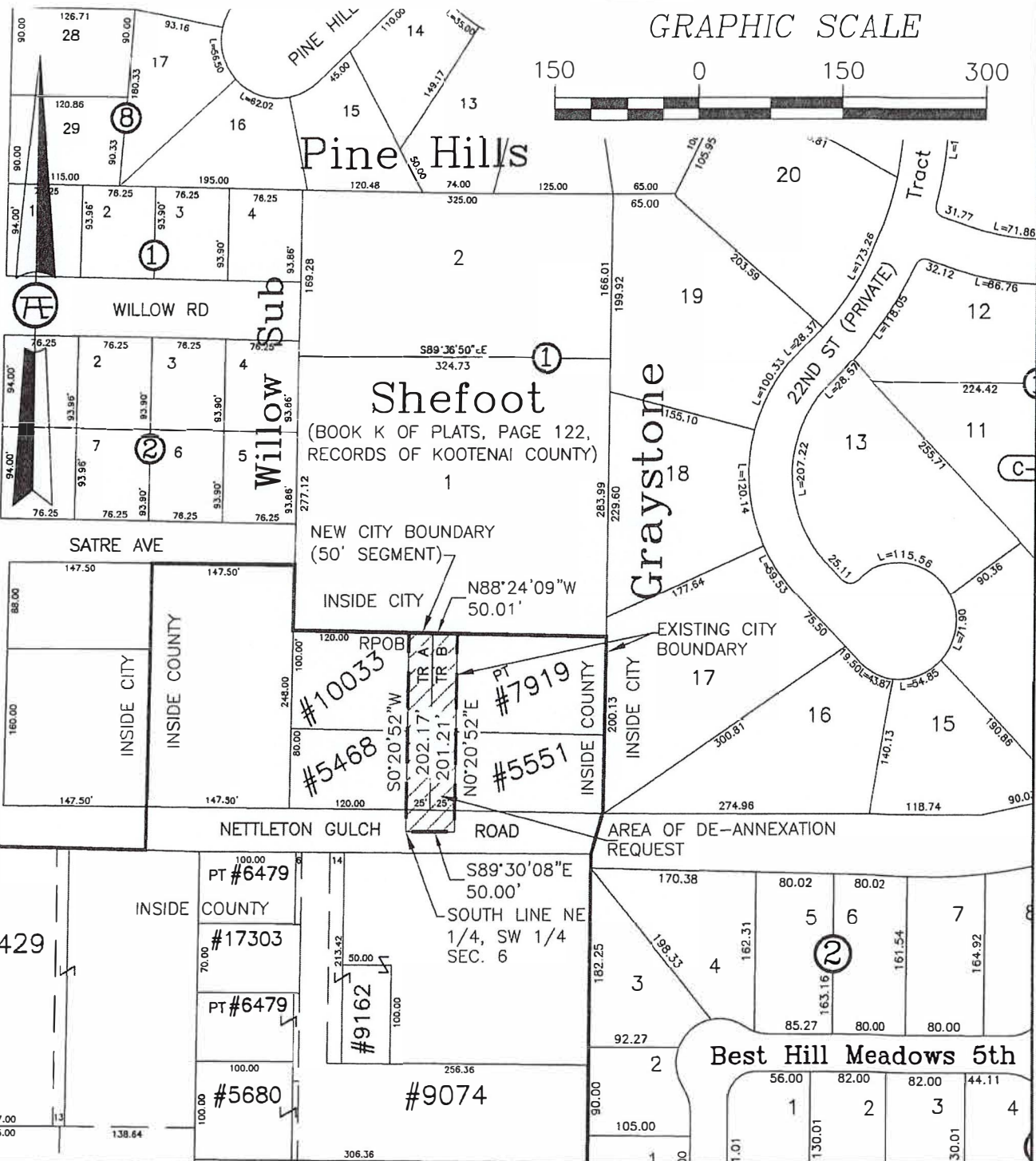
\*\* A De-Annexation request requires review and verification of the map and legal description by a city-contracted surveyor. Applicant will be responsible for paying the cost of the city-contracted surveyor in addition to the application fee.

# EXAMPLE OF DE-ANNEXATION MAP

## DE-ANNEXATION EXHIBIT

TRACTS A AND B OF THE PLAT OF SHEFOT TOGETHER WITH A PORTION OF THE NE 1/4 OF THE SW 1/4 SEC. 6, TWP. 50 N., R. 3 W., B.M., CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO.  
CITY OF COEUR D'ALENE ORD. NO. 3608

GRAPHIC SCALE



PROJECT: City of Coeur d'Alene, 18.005B, 2005 E. Nettleton De-Annexation 10/2011 (TATE-A1)  
 Jantz Add C-5010  
 19TH ST  
 SATRE AVE  
 NETTLETON GULCH ROAD  
 WILLOW RD  
 PINE HILL  
 GRAYSTONE  
 22ND ST (PRIVATE)  
 BEST HILL MEADOWS 5TH

DE-ANNEXATION EXHIBIT			Tate Engineering, Inc.	
PORTIONS OF SHEFOT ADDITION			1625 North 4th Street, Ste. 204	
PROJECT NO. : 18.005B	DRAWN BY: ERN CHECKED BY: EMW		Coeur d'Alene, Idaho, 83814	
SHEET NO. : 1	DRAWING: DE-ANNEXATION		(208) 676-8708 e-mail: info@tate-eng.com	