



# SUBDIVISION APPLICATION

## STAFF USE ONLY

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Project # \_\_\_\_\_

## REQUIRED SUBMITTALS

**Application Fee: \$600.00 (up to 5 lots)  
+ \$50.00 (per lot above 5)**

*Publication Fee: \$300.00*

*Mailing Fee: \$6.00 per hearing*

*\*Public hearing required with the Planning Commission*

**Complete Pre-Application Meeting:** Six weeks prior to the formal submittal of a subdivision application, you must apply for and attend a pre-application meeting which will provide an opportunity to receive feedback from city staff. Prior to the meeting a sketch plan map and a written description of the project will need to be provided. Note: that the six weeks begins on the date of your initial pre-application meeting. Once you have completed the pre-application process you may submit a subdivision application.

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**

☐ **Application, Publication, and Mailing Fees**

☐ **A report(s) by an Idaho licensed Title Company:** Owner's and non-owners list and three (3) sets of mailing labels with the owner's addresses prepared by a title company, using the last known name/address from the latest tax roll of the County records. This shall include the following:

1. All property owners within 300ft of the external boundaries.
2. All property owners with the property boundaries.
3. All resident's listing the addresses and mailing labels of all residential property that is not owner-occupied, lying within 300ft from the external boundaries of the property described in this application, and which are within the property described in the application.

☐ **A report(s) by an Idaho licensed Title Company:** Title report(s) with correct ownership easements, and encumbrances prepared by a title insurance company and a copy of the tax map showing the 300ft mailing boundary around the subject property.

☐ **A written narrative:** describing the proposal.

☐ **A legal description:** map stamped by a licensed Surveyor.

☐ **A vicinity map:** see City of Coeur d' Alene subdivision ordinance for specific information required.

☐ **A map:** One (1) tentative platting map (see attached checklist for specific information required): and an electronic map that can be scaled to an 8 ½ X 11" format.

☐ **A map:** inclusion of plat map showing street names approved and stamped by the Kootenai County Planning department.

Preparation of certain documents necessary to obtain Final Plat approval, if prepared by the City Legal Department, will be billed to the Applicant at a rate of \$75.00 per hour.

**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.

**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>		
<b>R-1</b> <input type="checkbox"/> <b>R-3</b> <input type="checkbox"/> <b>R-5</b> <input type="checkbox"/> <b>R-8</b> <input type="checkbox"/> <b>R-12</b> <input type="checkbox"/> <b>R-1</b> <input type="checkbox"/> <b>MH-8</b> <input type="checkbox"/> <b>NC</b> <input type="checkbox"/> <b>C-17</b> <input type="checkbox"/> <b>C-17L</b> <input type="checkbox"/> <b>DC</b> <input type="checkbox"/> <b>LM</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>NW</b> <input type="checkbox"/>		
<b>TAX PARCEL #:</b>	<b>EXISTING ZONING:</b>	<b>TOTAL NUMBER OF LOTS:</b>
<b>GROSS AREA/ACRES:</b>	<b>CURRENT LAND USE:</b>	<b>PROPOSED RESIDENTIAL DENSITY/PER DWELLING UNIT:</b>
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		

**CERTIFICATION OF INTEREST HOLDER:** Mortgagee and all other persons having an interest in the land under consideration for platting must consent to the filing of this application.

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

Interest Holder #1:

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

Company: \_\_\_\_\_

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

\_\_\_\_\_

STATE OF \_\_\_\_\_ )

) ss.

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared

\_\_\_\_\_, known to me to be the person whose name is subscribed herein, and who executed the foregoing instrument on behalf of said corporation and acknowledged to me that said corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_

Notary Public for: \_\_\_\_\_

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF INTEREST HOLDER:** Mortgagee and all other persons having an interest in the land under consideration for platting must consent to the filing of this application.

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

Interest Holder #2:

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

Company: \_\_\_\_\_

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

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

I (We) the undersigned do hereby make petition for subdivision of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

Be advised that all exhibits presented will need to be identified at the meeting, entered into the record, and retained in the file.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

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

## **CHAPTER 16.12** **PRELIMINARY PLATS**

### **SECTIONS:**

- 16.12.010 Title and purpose.
- 16.12.020 General requirements.
- 16.12.030 General requirements for final plat.
- 16.12.040 Required information.
- 16.12.050 Additional requirements for phased condominium subdivisions.
- 16.12.060 Certificates, dedications and deed restrictions.

### **16.12.010 Title and purpose.**

The provisions of the chapter shall be known as the "Standards for Plat Documents." The purpose of these provisions is to set forth the technical standards for plat documents. (Ord. 2466 & 21, 1992).

### **16.12.020 General requirements.**

The preliminary plat shall include the following:

- A. The proposed name of the subdivision. Names shall not too closely resemble those of existing subdivisions, nor shall give names or initials be used with surnames in a plat name;
- B. The location of boundary lines in relation to section, quarter-section, and quarter-quarter-section lines and any adjacent corporate boundaries of the City which are part of the legal description of the property;
- C. The names and addresses of the subdivider and the engineer, surveyor, landscape architect or other person making the plat;
- D. The scale of the plat, which shall not be less than fifty feet to one inch nor more than one hundred feet to one inch;
- E. The date of submission and north arrow;
- F. The location, width and name, if any, of each existing or proposed street rights-of-way, other rights-of-way, parks, playgrounds and other open spaces, schools and permanent buildings within the proposed subdivision;
- G. The names of adjacent subdivisions, and the location and names of all adjacent streets;
- H. The topography at an appropriate contour interval (unless specifically waived by the city engineer), the location of all natural watercourses, and other physical features pertinent to the subdivision;
- I. The layout, numbering and dimensions of lots and the numbering of blocks;
- J. The indication of any lots on which a use other than residential is proposed by the subdivider;
- K. The indication of any portion or portions of the plat for which successive or separate final plats are to be filed;
- L. Net acreage of subdivision, computed by calculating the total land area less proposed or existing public streets and or the public lands;
- M. The vicinity sketch shall be a legible scale and shall show the relationship of the proposed plat to existing schools, parks, shopping centers, and other like facilities;
- N. The city engineer may require the submission of two copies of the proposed street grades where in his opinion conditions so warrant;
- O. The city engineer may require the submission of two copies of the proposed general layout and dimensions of water, sanitary sewer, drainage, lighting and fire protection facilities and easements. (Ord. 2466 & 22, 1992: Ord. 2047 & 2, 1987: Ord. 1669 & 1 (part), 1981: prior code & 4-10-2(B),(C),(D) (part).

**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 24"; 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 \_\_\_\_\_