



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

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

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:

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

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 16.20
PROCEDURES FOR ALL PRELIMINARY PLATS

SECTIONS:

- 16.20.010 Preapplication meeting for all preliminary plats.
- 16.20.020 Application fees for all preliminary plats.
- 16.20.030 General requirements for all preliminary plat documents.
- 16.20.040 Lapse of approval of preliminary plat approval.

16.20.010 Preapplication meeting for all preliminary plats.

A. Every developer seeking preliminary approval of formal and short plats within city limits must meet with city staff, including, but not limited to, a representative of the planning department, engineering, parks department and the city's utilities, at least six (6) weeks prior to submission of the request for preliminary plat approval. A developer seeking a preapplication meeting must submit four (4) copies of a concept plan to the planning director who will schedule the preapplication meeting at the earliest available date. The purpose of this meeting is to discuss informally the purpose and effect of the subdivision ordinance, and the criteria and standards contained therein, parks and open space development and connectivity to the city's parks and trail system, the provision of city utility services, and to familiarize the developer with the comprehensive plan, the parks master plan, the zoning ordinance, and the subdivision ordinance. The planning director, after consulting affected departments, may allow for application submission prior to the six (6) week deadline in cases where adequate discussion of city criteria and standards have taken place and may waive the requirement for a preapplication meeting for short plats if he or she determines that the short plat will have limited impact on public infrastructure.

B. Developers of condominium plats must meet with staff prior to application submission to discuss the subdivision proposal and relevant city code requirements. (Ord. 3485, 2014)

16.12.020 Application fees for all preliminary plats.

A. Fee Required: All applications for preliminary plat approval must be accompanied by the fee adopted by the city council.

B. Waiver Of Fees: Fees shall be waived as specified below:

1. Public Agency: No fee shall be charged for an application filed by any city, county, district, state, federal government or agency thereof.

2. Renewals: No fee shall be charged for an application to extend a termination date prescribed as a condition of an approval which has been granted and which has not expired; provided, that no substantial change in plans or other condition of approval is proposed.

3. Amendment Of Approved Subdivision: No per lot fee shall be charged for an application to modify or amend an approved preliminary plat so long as the subdivider has previously paid the currently required per lot application fee and the fee has not been expended for its intended purpose. If the amount of the required per lot fee increases in the interim between the date that the developer pays the fee and the date that the developer submits an application to modify or amend the approved subdivision, the developer shall pay the difference between the amount previously paid and the current per lot fee unless the fee has been expended for its intended purpose, in which case the developer will pay the full per lot fee.

4. Reapplication: The planning director may, in his or her discretion, waive all or part of an application fee for an application that was submitted and denied without prejudice within the previous year.

C. Refunds: The planning director may refund an application fee in whole upon a determination that the application was erroneously required or filed. (Ord. 3485, 2014)

16.20.030: General requirements for all preliminary plat documents.

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 given 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 developer, owner and all lienholders, and the engineer, surveyor, or other person making the plat;
- D. The scale of the plat, which shall not be less than fifty feet to one inch (50' = 1") nor more than one hundred feet to one inch (100' = 1");
- E. The date of submission and the north arrow;
- F. The location, width and name of each existing or proposed street rights of way, other rights of way, easements, parks, sidewalks, pedestrian and bicycle facilities and open spaces and existing 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 portion or portions of the plat for which successive or separate final plats are to be filed;
- K. Net acreage of subdivision, computed by calculating the total land area less proposed or existing public streets and other public lands;
- L. 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;
- M. The city engineer may require the proposed street grades be shown on the plat where, in his or her opinion, conditions so warrant;
- N. The layout and dimensions of existing and proposed water, sanitary sewer, and drainage easements;
- O. A lot grading plan showing the existing and final grades with two foot (2') contours. (Ord. 3485, 2014)

16.20.040: Lapse of approval of preliminary plat approval.

Preliminary plat approval, whether conditional or not, shall be effective for twelve (12) months from the date of planning commission approval or from the date of recordation of the final plat for the preceding phase of the development in an approved phased subdivision. The planning commission, upon written request, may grant up to five (5) extensions of twelve (12) months each upon a finding that the preliminary plat complies with current development requirements and all applicable conditions of approval. The planning commission may modify and/or add conditions to the final plat to ensure conformity with adopted policies and/or ordinance changes that have occurred since the initial approval. A request for an extension of a preliminary plat approval must be received by the planning director no later than ninety (90) days after the date that the approval lapsed and must be accompanied by the required fee. (Ord. 3485, 2014)

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 _____