

# Condominium Plat

City of Coeur d'Alene



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

## REQUIRED SUBMITTALS

A Condominium plat application is made by submitting the following information to the Engineering 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.

## Timeline for Submittal Processing and Council Placement

**A Condominium plat application will not be processed until all maps and information required by this title (Title 16 Subdivisions) have been filed, checked and accepted by the City Engineer, and, the required fees paid. The plat document will not be scheduled for the City Council for final approval until the review has been completed by the Engineering Department and the Kootenai County Surveyor, and, the final plat document has been deemed in recordable form, with reproducible Mylar copies submitted to the City.**

For City use only

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

Accepted: Engineering: \_\_\_\_\_ Date: \_\_\_\_\_

Date Stamp Here



Please type or print the following required information:

**APPLICANT:**

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

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

\_\_\_\_\_

Contact 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: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

**PROPERTY:**

**Legal Description of property:**

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

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



Total Number of Structures/units: \_\_\_\_\_

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

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

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

**CERTIFICATION OF OWNER:** (if different from Applicant)

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: \_\_\_\_\_

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

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

\_\_\_\_\_  
Notary Public for Idaho

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

My commission expires: \_\_\_\_\_

**CERTIFICATION OF INTEREST HOLDER(s):** Mortgagees and all other persons having an interest in the land platted 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: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Interest Holder #1)

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

Interest Holder #2: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Interest Holder #2)

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



## 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 \_\_\_\_\_

