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

August 2013
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 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:** _____________

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<thead>
<tr>
<th>No. Lots</th>
<th>Blocks</th>
<th>Tracts</th>
<th>Comments</th>
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(Place a check mark for each item met, or N/A for not applicable)

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

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Submittal Reviewed by Applicant’s Surveyor _____________________

**Date Reviewed** _____________________

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**Surveyor's certificate** ____  __________________
**Owner's dedication certificate** ____  __________________
**Notary Public format** ____  __________________
**County Surveyor Certification** ____  __________________
**County Treasurer Certification** ____  __________________
**County Recorder Certification** ____  __________________
**Sanitary Restriction/Health District Approval** ____  __________________
**City Council Approval** ____  __________________
**City Clerk Signature** ____  __________________
**City Engineer Signature** ____  __________________
**Water System Statement** ____  __________________