SHORT SUBDIVISION APPLICATION

REQUIRED SUBMITTALS

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 and checklist
- A report(s) by an Idaho licensed Title Company: Title report(s) with correct ownership easements, easement holders and encumbrances prepared by a title insurance company.
  1. Two (2) sets of adhesive mailing labels of all adjacent property owners (owner and occupied) within 100’ of all of the exterior boundaries of the proposed development.
- Maps: Four (4) final plat documents (see Subdivision Ordinance #3485/City Code- Title 16 Subdivisions) for specific information).
- 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) reduced scale map in an 8 ½ X 11’ format): and an electronic copy of the map
- A map: Preliminary layout of utility main extensions (if applicable).

APPLICATION INFORMATION

PROPERTY OWNER:

MAILING ADDRESS:

CITY: | STATE: | ZIP:  
---|---|---
PHONE: | FAX: | EMAIL:

APPLICANT OR CONSULTANT:

MAILING ADDRESS:

CITY: | STATE: | ZIP:  
---|---|---
PHONE: | FAX: | EMAIL:

Application Fee: $1,000.00
(condo/short subdivision 1-4 lots)
DEADLINE FOR SUBMITTALS
The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month.

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:

<table>
<thead>
<tr>
<th>PROPERTY LOCATION OR ADDRESS OF PROPERTY:</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>TAX PARCEL #:</th>
<th>EXISTING ZONING:</th>
<th>TOTAL NUMBER OF LOTS:</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>GROSS AREA/ACRES:</th>
<th>CURRENT LAND USE:</th>
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</table>

DESCRIPTION OF PROJECT:

PROPERTY LEGAL DESCRIPTION:


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 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 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: __________________________________________

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: ____________

*For multiple applicants or owners of record, please submit multiple copies of this page."
I (We) the undersigned do hereby make petition for short 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_____
**SHORT SUBDIVISION SUBMITTAL CHECKLIST**

Subdivision Name: ________________________________________________________________

No. Lots ________ Blocks _________ Tracts _________

(Place a check mark for each item addressed or, N/A for not applicable)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>18” x 27”, 3” margin at left end; ½” on other sides</td>
</tr>
<tr>
<td>2.</td>
<td>Four (4) paper copies of the plat document</td>
</tr>
<tr>
<td>3.</td>
<td>Title Report &amp; mailing labels</td>
</tr>
<tr>
<td>4.</td>
<td>North Arrow &amp; Scale</td>
</tr>
<tr>
<td>5.</td>
<td>Signed, stamped &amp; dated</td>
</tr>
<tr>
<td>6.</td>
<td>Subdivision name</td>
</tr>
<tr>
<td>7.</td>
<td>Section/Township/Range/Meridian</td>
</tr>
<tr>
<td>8.</td>
<td>City/County/State</td>
</tr>
<tr>
<td>9.</td>
<td>Legend</td>
</tr>
<tr>
<td>10.</td>
<td>Vicinity map</td>
</tr>
<tr>
<td>11.</td>
<td>Easements: location, width &amp; purpose</td>
</tr>
<tr>
<td>12.</td>
<td>Lot, block &amp; tract numbers.</td>
</tr>
<tr>
<td>13.</td>
<td>Lot area: acreage / square footage</td>
</tr>
<tr>
<td>14.</td>
<td>Street names</td>
</tr>
<tr>
<td>15.</td>
<td>Street right-of-way widths</td>
</tr>
<tr>
<td>16.</td>
<td>Additional right-of-way dedication</td>
</tr>
<tr>
<td>17.</td>
<td>Bearings &amp; distances: all lines</td>
</tr>
<tr>
<td>18.</td>
<td>Exterior boundary corners &amp; lot corners</td>
</tr>
<tr>
<td>19.</td>
<td>Location of any/all structures &amp; distance to P/L (separate sheet)</td>
</tr>
<tr>
<td>20.</td>
<td>Any special setback lines</td>
</tr>
<tr>
<td>21.</td>
<td>Legal descriptions of exterior boundary</td>
</tr>
<tr>
<td>22.</td>
<td>Curve data if applicable</td>
</tr>
<tr>
<td>23.</td>
<td>Cul-de-sac &amp; knuckle radii</td>
</tr>
<tr>
<td>24.</td>
<td>General notes &amp; details</td>
</tr>
<tr>
<td>25.</td>
<td>Surveyor’s certificate</td>
</tr>
<tr>
<td>26.</td>
<td>Owner’s dedication certificate</td>
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<tr>
<td>27.</td>
<td>Notary Certificate</td>
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<tr>
<td>28.</td>
<td>County Surveyor certification</td>
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<tr>
<td>29.</td>
<td>County Treasurer certification</td>
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<tr>
<td>30.</td>
<td>County Recorder certification</td>
</tr>
<tr>
<td>31.</td>
<td>City Clerk &amp; Engineer signature</td>
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</table>

Submittal reviewed by applicant’s surveyor _____________ Date reviewed ___________