



# SHORT SUBDIVISION APPLICATION

## STAFF USE ONLY

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

## REQUIRED SUBMITTALS

**Application Fee: \$1,000.00**  
(condo/short subdivision 1-4 lots)

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

<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>

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**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.

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**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>TAX PARCEL #:</b>	<b>EXISTING ZONING:</b>	<b>TOTAL NUMBER OF LOTS:</b>
<b>GROSS AREA/ACRES:</b>	<b>CURRENT LAND USE:</b>	
<b>DESCRIPTION OF PROJECT:</b>		
<b>PROPERTY LEGAL DESCRIPTION:</b>		

**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.*

SHORT SUBDIVISION APPLICATION

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)***

- |   |                                |
|---|--------------------------------|
| 1. 18" x 27", 3" margin at left end; ½" on other sides                | <input type="checkbox"/> _____ |
| 2. Four (4) paper copies of the plat document                         | <input type="checkbox"/> _____ |
| 3. Title Report & mailing labels                                      | <input type="checkbox"/> _____ |
| 4. North Arrow & Scale  | <input type="checkbox"/> _____ |
| 5. Signed, stamped & dated  | <input type="checkbox"/> _____ |
| 6. Subdivision name   | <input type="checkbox"/> _____ |
| 7. Section/Township/Range/Meridian                                    | <input type="checkbox"/> _____ |
| 8. City/County/State  | <input type="checkbox"/> _____ |
| 9. Legend   | <input type="checkbox"/> _____ |
| 10. Vicinity map  | <input type="checkbox"/> _____ |
| 11. Easements: location, width & purpose                              | <input type="checkbox"/> _____ |
| 12. Lot, block & tract numbers.                                       | <input type="checkbox"/> _____ |
| 13. Lot area: acreage / square footage                                | <input type="checkbox"/> _____ |
| 14. Street names  | <input type="checkbox"/> _____ |
| 15. Street right-of-way widths  | <input type="checkbox"/> _____ |
| 16. Additional right-of-way dedication                                | <input type="checkbox"/> _____ |
| 17. Bearings & distances: all lines                                   | <input type="checkbox"/> _____ |
| 18. Exterior boundary corners & lot corners                           | <input type="checkbox"/> _____ |
| 19. Location of any/all structures & distance to P/L (separate sheet) | <input type="checkbox"/> _____ |
| 20. Any special setback lines   | <input type="checkbox"/> _____ |
| 21. Legal descriptions of exterior boundary                           | <input type="checkbox"/> _____ |
| 22. Curve data if applicable  | <input type="checkbox"/> _____ |
| 23. Cul-de-sac & knuckle radii  | <input type="checkbox"/> _____ |
| 24. General notes & details   | <input type="checkbox"/> _____ |
| 25. Surveyor's certificate  | <input type="checkbox"/> _____ |
| 27. Owner's dedication certificate                                    | <input type="checkbox"/> _____ |
| 28. Notary Certificate  | <input type="checkbox"/> _____ |
| 29. County Surveyor certification                                     | <input type="checkbox"/> _____ |
| 30. County Treasurer certification                                    | <input type="checkbox"/> _____ |
| 31. County Recorder certification                                     | <input type="checkbox"/> _____ |
| 32. City Clerk & Engineer signature                                   | <input type="checkbox"/> _____ |

Submittal reviewed by applicant's surveyor \_\_\_\_\_

Date reviewed \_\_\_\_\_