Short Subdivision

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at the time of submittal.

REQUIRED SUBMITTALS

A short subdivision application for four or fewer lots is made by submitting the following information to the Planning Department:

- 1. The completed attached form and checklist
- 2. Four (4) final plat documents (see Subdivision Ordinance #3485 / City Code Title16 SUBDIVISIONS for specific information)
- 3. One (1) reduced scale map in an 8 1/2" x 11" format
- 4. Current title report with correct ownership, easement, easement holders and encumbrances, prepared by the title insurance company
- 5. Two (2) sets of adhesive mailing labels of all adjacent property owners within 100' of all of the exterior boundaries of the proposed development
- 6. The prescribed **\$500.00** application fee, payable to the City of Coeur d'Alene

DEADLINE FOR SUBMITTALS

The completed form and other documents must be submitted to the Planning Department no later than the first working day of the month.

For City use only:		
Received: City Cashier:	Date:	
Accepted: Planning:	Date:	
	Date	Stamp here
This application can be found online at www.cdaid.or	g under Planning Department.	



APPLICANT	
Name of Applicant:	
Mailing Address:	
Telephone #:	
E-mail:	
FILING CAPACITY	
1.	Recorded property owner as of(date)
2.	Purchasing (under contract) as of (date)
3.	The authorized agent of any of the foregoing, duly authorized in writing. (written authorization must be attached to the application)
ENGINEER, SURVEYO	PR AND/OR Representative:
Name:	
Company:	
Address:	
Telephone #:	
E-mail:	
Area to be Platted:	Acres Square Feet
Total Number of Lots:	Lot Size: Min. Lot Size: Max.
Existing Zoning per Plan	nning Department:
Existing Land Use:	
DESCRIPTION OF THE	E PROPERTY TO BE PLATTED
Street Address:	

REQUIRED CERTIFICATIONS	
CERTIFICATION OF APPLICANT	
I,, being duly sworn know the contents thereof to be true to my knowledge.	, attest that I am the applicant of this request and
STATE OF) ss. County of)	
On this day of, 20, to, known to me to who executed the foregoing instrument and acknowledge.	before me, a Notary Public, personally appeared be the person whose name is subscribed herein and wledged to me that they voluntarily executed the same.
IN WITNESS WHEREOF, I have hereunto set my hand ar certificate first above written.	nd affixed my Notarial Seal the day and year in this
	Notary Public for:
	Residing at:
	My Commission Expires:
I,, being duly sworn know the contents thereof to be true to my knowledge.	, attest that I am the applicant of this request and
STATE OF) ss. County of)	
On this day of, 20, b	pefore me, a Notary Public, personally appeared
	be the person whose name is subscribed herein and wledged to me that they voluntarily executed the same.
IN WITNESS WHEREOF, I have hereunto set my hand ar certificate first above written.	nd affixed my Notarial Seal the day and year in this
	Notary Public for:
	Residing at:
	My Commission Expires:

Name: Company: Address: STATE OF		Interest Hol	der #1:							
STATE OF		Name:								
STATE OF		Company:								
On this day of, 20, before me, a Notary Public, personally appeared, known to me to be the person whose name is subscribed herein, a who executed the foregoing instrument on behalf of said corporation and acknowledged to me that scorporation executed the same. WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in the tificate first above written. Notary Public for:		Address:		· · · · · · · · · · · · · · · · · · ·						
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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 2. Four (4) paper copies of the plat document 3. Title Report & mailing labels 4. North Arrow & Scale 5. Signed, stamped & dated 6. Subdivision name 7. Section/Township/Range/Meridian 8. City/County/State 9. Legend 10. Vicinity map 11. Easements: location, width & purpose 12. Lot, block & tract numbers. 13. Lot area: acreage / square footage 14. Street names 15. Street right-of-way widths 16. Additional right-of-way dedication 17. Bearings & distances: all lines 18. Exterior boundary corners & lot corners 19. Location of any/all structures & distance to P/L (separate sheet) 20. Any special setback lines 21. Legal descriptions of exterior boundary 22. Curve data if applicable 23. Cul-de-sac & knuckle radii 24. General notes & details 25. Surveyor's certificate 27. Owner's dedication certificate 28. Notary Certificate 29. County Surveyor certification 30. County Treasurer certification 31. County Recorder certification 32. City Clerk & Engineer signature	
Submittal reviewed by applicant's surveyor Date	reviewed