

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.org 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, SURVEYOR 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 Planning Department: _____

Existing Land Use: _____

DESCRIPTION OF THE PROPERTY TO BE PLATTED

Street Address: _____

Legal Description: _____

REQUIRED CERTIFICATIONS

CERTIFICATION OF APPLICANT

I, _____, being duly sworn, attest that I am the applicant of this request and know the contents thereof to be true to my knowledge.

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 and acknowledged to me that they voluntarily 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 APPLICANT

I, _____, being duly sworn, attest that I am the applicant of this request and know the contents thereof to be true to my knowledge.

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 and acknowledged to me that they voluntarily 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 #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: _____

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; 1/2" 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 _____