

# Subdivision

City of Coeur d'Alene



A **COMPLETE APPLICATION** is required at time of application submittal, as determined by the Planning Department.

## PREAPPLICATION MEETING:

Six weeks prior to the formal submittal of a subdivision application, you must apply and attend a Pre-Application Concept Meeting. This meeting provides an opportunity for you to receive early feedback from the City Staff. Prior to the pre-application discussion, you must submit a sketch plan map and a written description of your project to the Planning staff who will solicit comments from development related departments. At the pre-application concept meeting, you or your representatives will make a brief presentation regarding the proposal. City staff will advise you of any questions, concerns or design considerations they may have and may ask for additional information about your proposal. You will then need to consider these comments as you prepare your subdivision application. Please note that the six weeks begins on the date of your initial pre-application meeting. Once you have completed the pre-application process you may submit a subdivision application.

## REQUIRED SUBMITTALS

A subdivision application is made by submitting the following information to the Planning Department:

1. The completed attached form and checklist.
2. Vicinity sketch (see Subdivision Ordinance for specific information required).
3. Four (4) tentative Platting Maps (see attached checklist for specific information required); and an electronic map that can be scaled to an 8 1/2"x11" format.
4. Inclusion of Plat Map showing street names approved and stamped by the Kootenai County Planning Department.
5. An owners' list and (3) sets of mailing labels with owner's addresses prepared by a title insurance company, using the last known name and address from the latest tax roll of the county. The list shall include the following:
  - A. All property owners within 300 feet of the external boundaries.
  - B. All property owners within the property boundaries.
6. A residents' list and (3) sets of mailing labels prepared by the applicant, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet of the external boundaries of the property described in the application, and which are within the property described in the application.
7. Title reports with correct ownership, easements and encumbrances prepared by the title insurance company.

**NOTE:** *Please also submit a copy of the tax map showing the 300 foot mailing boundary around the subject property.*
8. A fee prescribed as: **\$600.00** (up to 5 lots) plus **\$50.00** per each lot above 5 (payable to the City of Coeur d'Alene).

Preparation of certain documents necessary to obtain Final Plat approval, if prepared by the City Legal Department, will be billed to the applicant at a rate of \$75.00 per hour.

## DEADLINE FOR SUBMITTALS

The Planning Commission meets on the second Tuesday of each month. The completed form and other documents must be submitted to the Planning Department not later than the first working day of the month that precedes the next Planning Commission meeting at which this item may be heard.

All supplemental information to be added to the application file must be received by the Planning Department no later than 15 days prior to the public hearing date for this item.

*This application can be found online at [www.cdaid.org](http://www.cdaid.org) under Planning Department.*

Please type or print the following required information:

**APPLICANT:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

**Filing 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, Surveyor and/or Representative:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

**PROPERTY:**

Legal Description of the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address(es) of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY INFORMATION**

1. Gross area: (all land involved): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.
2. Total Net Area (land area exclusive of proposed or existing public street and other public lands): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.
3. Total length of street frontage: \_\_\_\_\_ ft., and/or \_\_\_\_\_ miles.
4. Total number of lots included: \_\_\_\_\_
5. Average lot size included: \_\_\_\_\_  
minimum lot size: \_\_\_\_\_  
maximum lot size: \_\_\_\_\_
6. Existing land use: \_\_\_\_\_

**SEWER AND WATER REIMBURSEMENT POLICY**

Over sizing of utilities will not be eligible for reimbursement from the city unless a request is approved in writing by the City Council prior to issuance of Building Permits or the start of construction, whichever comes first.

**PROJECT DESCRIPTION:**

Please describe the concept of the proposed subdivision:

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**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 \_\_\_\_\_ )

County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ )

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 \_\_\_\_\_ )

County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ )

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: \_\_\_\_\_

## REQUIRED CERTIFICATIONS

### OWNERSHIP LIST

Attached is a listing of the addresses of all property owners within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(title company) (date)

### RESIDENTS LIST

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals".

The list was compiled by \_\_\_\_\_ on \_\_\_\_\_.  
(name) (date)

### 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 PROPERTY OWNER(S) OF RECORD \*:

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: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Signed by Owner: \_\_\_\_\_

Notary to complete this section for all owners of record:

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public for Idaho Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(notary)

\*For multiple applicants or owners of record, please submit multiple copies of this page.

For City use only: Received: City Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Date Stamp here

**CHAPTER 16.12**  
**PRELIMINARY PLATS**

**SECTIONS:**

16.12.010	Title and purpose.
16.12.020	General requirements.
16.12.030	General requirements for final plat.
16.12.040	Required information.
16.12.050	Additional requirements for phased condominium subdivisions.
16.12.060	Certificates, dedications and deed restrictions.

16.12.010 Title and purpose. The provisions of the chapter shall be known as the "Standards for Plat Documents." The purpose of these provisions is to set forth the technical standards for plat documents. (Ord. 2466 & 21, 1992).

16.12.020 General requirements. The preliminary plat shall include the following:

A. The proposed name of the subdivision. Names shall not too closely resemble those of existing subdivisions, nor shall given names or initials be used with surnames in a plat name;

B. The location of boundary lines in relation to section, quarter-section, and quarter-quarter-section lines and any adjacent corporate boundaries of the City which are part of the legal description of the property;

C. The names and addresses of the subdivider and the engineer, surveyor, landscape architect or other person making the plat;

D. The scale of the plat, which shall not be less than fifty feet to one inch nor more than one hundred feet to one inch;

E. The date of submission and north arrow;

F. The location, width and name, if any, of each existing or proposed street rights-of-way, other rights-of-way, parks, playgrounds and other open spaces, schools and permanent buildings within the proposed subdivision;

G. The names of adjacent subdivisions, and the location and names of all adjacent streets;

H. The topography at an appropriate contour interval (unless specifically waived by the city engineer), the location of all natural watercourses, and other physical features pertinent to the subdivision;

I. The layout, numbering and dimensions of lots and the numbering of blocks;

J. The indication of any lots on which a use other than residential is proposed by the subdivider;

K. The indication of any portion or portions of the plat for which successive or separate final plats are to be filed;

L. Net acreage of subdivision, computed by calculating the total land area less proposed or existing public streets and or the public lands;

M. The vicinity sketch shall be a legible scale and shall show the relationship of the proposed plat to existing schools, parks, shopping centers, and other like facilities;

N. The city engineer may require the submission of two copies of the proposed street grades where in his opinion conditions so warrant;

O. The city engineer may require the submission of two copies of the proposed general layout and dimensions of water, sanitary sewer, drainage, lighting and fire protection facilities and easements. (Ord. 2466 & 22, 1992: Ord. 2047 & 2, 1987: Ord. 1669 & 1 (part), 1981: prior code & 4-10-2(B),(C),(D) (part).

## CITY PLAT SUBMITTAL CHECKLIST

Subdivision Name: \_\_\_\_\_

Date: \_\_\_\_\_

No. Lots \_\_\_\_\_ Blocks \_\_\_\_\_ Tracts \_\_\_\_\_

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

### Comments

- |    |  |       |       |
|----|--|-------|-------|
| 1  | 18" x 24"; 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

- |    |   |       |       |
|----|---|-------|-------|
| 29 | Surveyor's certificate                        | _____ | _____ |
| 30 | Owner's dedication certificate                | _____ | _____ |
| 31 | Notary Public format                          | _____ | _____ |
| 32 | County Surveyor Certification                 | _____ | _____ |
| 33 | County Treasurer Certification                | _____ | _____ |
| 34 | County Recorder Certification                 | _____ | _____ |
| 35 | Sanitary Restriction/Health District Approval | _____ | _____ |
| 36 | City Council Approval                         | _____ | _____ |
| 37 | City Clerk Signature                          | _____ | _____ |
| 38 | City Engineer Signature                       | _____ | _____ |
| 39 | Water System Statement                        | _____ | _____ |

Submittal Reviewed by Applicant's Surveyor \_\_\_\_\_

Date Reviewed \_\_\_\_\_