



# SHORT SUBDIVISION / CONDOMINIUM APPLICATION

**STAFF USE ONLY**

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

**REQUIRED SUBMITTALS**

**Application Fee: \$1,000.00**

Short Subdivision (1-4 lots)     Condominium

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.
- Mailing Labels (Short Subdivisions Only):** *Two (2) sets of adhesive mailing labels for all adjacent property owners (owner and occupant) within 100' of all of the exterior boundaries of the proposed development.*
- Maps:** One (1) physical copy of the final plat document and a PDF copy in 8 ½" X 11" format (see Subdivision Ordinance # 3485 / City Code - Title 16 Subdivisions for specific information).
- A legal description:** A legal description and exhibit stamped by an Idaho licensed Surveyor.
- A vicinity map:** See City of Coeur d'Alene subdivision ordinance for specific information required.
- A utility 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>EMAIL:</b>	
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS:</b> ENGINEER    OTHER (specify)
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>EMAIL:</b>	

**FILING CAPACITY**

- Recorded property owner as of \_\_\_\_\_, 20\_\_
- Purchasing (under contract) as of \_\_\_\_\_, 20\_\_
- The Lessee/Renter as of \_\_\_\_\_, 20\_\_
- 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 / SQ. FT.):</b>	<b>CURRENT LAND USE:</b>	<b>FLOOD PLAIN? (YES OR NO)</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 \_\_\_\_\_ )  
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 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 #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 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)

I (We) the undersigned do hereby make petition for short subdivision or condominium 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\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature(s)

**CITY/COUNTY FINAL PLAT CHECKLIST**

Subdivision Name: \_\_\_\_\_ Date: \_\_\_\_\_ No. Lots/Tracts/Parcels \_\_\_\_\_ Fee: \_\_\_\_\_

Company Submitting Plat \_\_\_\_\_

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

	<u>Applicant</u>		<u>Agency Comments</u>
1.	County plat	_____	_____
2.	Plat within a city impact area	_____	_____
3.	City plat	_____	_____
4.	18" x 27" with 3 1/2" margin at left end; 1/2" on other ends.	_____	_____
5.	One paper copy of final plat	_____	_____
6.	North Arrow	_____	_____
7.	Basis of bearing & source	_____	_____
8.	Scale	_____	_____
9.	Stamped, signed & dated	_____	_____
10.	Subdivision name (not duplicate of existing plat)	_____	_____
11.	Section	_____	_____
12.	Township	_____	_____
13.	Range	_____	_____
14.	Meridian	_____	_____
15.	County	_____	_____
16.	City	_____	_____
17.	State	_____	_____
18.	Legend	_____	_____
19.	Vicinity map	_____	_____
20.	Easements; location, width & purpose	_____	_____
21.	Block numbers	_____	_____
22.	Lot numbers for all lots, tracts, open spaces, etc.	_____	_____
23.	Road Right-of-Way widths	_____	_____
24.	Road Right-of-Way; centerline locations	_____	_____
25.	Road Right-of-Way; dedications	_____	_____
26.	Bearings and distances of exterior boundary	_____	_____
27.	Bearings and distances of interior lot lines	_____	_____
28.	Exterior boundary corners; material, size, length	_____	_____
29.	Interior lot corners; material, size, length	_____	_____
30.	Centerline monuments	_____	_____
31.	Reference to adjoining subdivisions or records of survey	_____	_____
32.	Description of all monuments (Public Land Survey corners & section subdivision corners)	_____	_____
33.	No encroachment upon margins of plat	_____	_____
34.	Clarity of all lines	_____	_____
35.	Legal description of exterior boundary	_____	_____

- 36. Exterior boundary & all lot close \_\_\_\_\_
- 37. Acreage to three decimal places (S.F. -nearest foot) \_\_\_\_\_
- 38. Tie to two Public Land Survey or monuments  
recognized by the County Surveyor/City Surveyor \_\_\_\_\_
- 39. Copy of corner perpetuation forms on corners  
used to control subdivision and pertinent ROS & Plats \_\_\_\_\_
- 40. Curve data incl.delta, radius, chord brg/dist, length \_\_\_\_\_
- 41. General notes & details \_\_\_\_\_
- 42. Cul-de-sac & knuckle radius \_\_\_\_\_
- 43. Surveyor's certificate \_\_\_\_\_
- 44. Owner's dedication certificate \_\_\_\_\_
- 45. Company title block \_\_\_\_\_
- 46. Conditions \_\_\_\_\_
- 47. Reference to boundary conflicts with adjoiners \_\_\_\_\_
- 48. Special setback lines \_\_\_\_\_
- 49. Private reservations \_\_\_\_\_
- 50. Public/private dedications \_\_\_\_\_
- 51. Notary Public format & stamp \_\_\_\_\_
- 52. Highway District Approval \_\_\_\_\_
- 53. County Surveyor Certification \_\_\_\_\_
- 54. County Treasurer Certification (only valid for 30 days) \_\_\_\_\_
- 55. County Recorder Certification \_\_\_\_\_
- 56. County Commissioners' Certification \_\_\_\_\_
- 57. Sanitary Restriction/Health District Approval \_\_\_\_\_
- 58. City Council Approval \_\_\_\_\_
- 59. City Engineer Signature \_\_\_\_\_
- 60. City Clerk Signature \_\_\_\_\_
- 61. Water System Statement \_\_\_\_\_
- 62. Field Check (All pins set or bond in place) \_\_\_\_\_
- 63. Kootenai County Surveyor's  
Final Plat Checklist (checked and signed by surveyor) \_\_\_\_\_

Submittal Reviewed by Surveyor \_\_\_\_\_ Date Reviewed \_\_\_\_\_

City Engineer/Surveyor: This city final plat has been/or is being reviewed: \_\_\_\_\_ Date \_\_\_\_\_  
(The city signature does not indicate a certification of completeness or accuracy of the contents of the plat.)

Checked by: \_\_\_\_\_ Date \_\_\_\_\_

County Surveyor Review \_\_\_\_\_ Date \_\_\_\_\_

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_

Last Updated: April 15, 2008

ba-c:\kccsdata\wpdata\survey\PlatCheckForm.wpd