



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

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
APPLICANT OR CONSULTANT:		STATUS: ENGINEER OTHER (specify)
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

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:

PROPERTY LOCATION OR ADDRESS OF PROPERTY:		
TAX PARCEL #:	EXISTING ZONING:	TOTAL NUMBER OF LOTS:
GROSS AREA (ACRES / SQ. FT.):	CURRENT LAND USE:	FLOOD PLAIN? (YES OR NO)
DESCRIPTION OF PROJECT:		
PROPERTY LEGAL DESCRIPTION:		

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</u>	<u>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