



For City Use Only	
Date Received:	
Engineering Fee - \$200.00 plus \$25.00 per lot	
Community Development - \$560.00	
Receipt Number	

# Preliminary Subdivision Plat Application

(Please Type or Print Clearly with Dark Ink)

## SUBMITTALS

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

1. The completed attached form and checklist;
2. Vicinity sketch showing location as it relates to overall community or region;
3. Five (5) full-sized Preliminary Plat Maps and, one reduced scale map in an 11 x 17 format; (see attached checklist for specific information required)

(An additional Community Development Department final plat processing fee of \$160 will be required with the submission of the final plat)

## NOTIFICATION OF ADDITIONAL FEES

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.

## SCHEDULING OF PUBLIC HEARINGS

The Planning & Zoning Commission generally meets on the second and fourth Wednesday of each month. Following an internal review by the City and determination that the application is substantially complete and free of errors or omission, the application will be scheduled for hearing before the Planning and Zoning Commission. Should revisions to the initial plat submittal be requested by staff, the scheduling may be delayed until such revisions and corrections are received and reviewed. Once the application has been noticed for public hearing before the Planning and Zoning Commission or City Council, no further application submissions will be accepted from the applicant unless specifically approved by the Community Development Director.

NOTE: Plat applications that include any portion of land within the Area of City Impact must make application at the Latah County Planning Department.

Please type or print the following required information:

### **APPLICANT:**

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

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

Telephone / Fax Numbers: \_\_\_\_\_

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

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 and/or Surveyor:

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

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

Telephone Number: \_\_\_\_\_

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**PROPERTY:**

Legal Description of the property:

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

Address(es) of property:

\_\_\_\_\_

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**PROPERTY INFORMATION**

1. Gross area: (all land involved): \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.

2. Total Net Area of land area exclusive of proposed or existing public street and other public lands: \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.

3. Total length of streets included: \_\_\_\_\_ ft. and/or \_\_\_\_\_ miles.

4. Total number of lots included: \_\_\_\_\_

5. Average lot size included: \_\_\_\_\_

6. Existing land use(s) and approximate % of each:

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

7. Existing Zoning of the subject property (check all that apply):

I MB CB FR AF SR R-1 R-2 R-3 R-4 RTO NB RO

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**SEWER AND WATER MAIN OVERSIZING REIMBURSEMENT POLICY**

Over sizing of utilities will not be eligible for reimbursement from the city unless a written request is submitted to the City Engineer prior to approval of the project construction drawings and a written approval of such request is issued by the City Engineer.

**PROJECT DESCRIPTION:**

Please describe the concept of the proposed subdivision and approximate percentage (%) of each proposed new land use, i.e. 75% single family residential; 20% multi-family; 5% commercial. Also include any proposed park land and the acreage:

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**REQUIRED CERTIFICATIONS**

PROPERTY OWNERSHIP LIST PROVIDED BY THE CITY UNLESS OTHERWISE NOTED

CERTIFICATION OF APPLICANT \*

I, \_\_\_\_\_, being duly sworn, attests that he/she is the applicant of this request and knows the contents thereof to be true to his/her knowledge.

Signed: \_\_\_\_\_  
(Applicant)

Notary to complete this section:

Subscribed and sworn to me before this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for Idaho  
Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

CERTIFICATION OF OWNER: (if different from Applicant)

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: \_\_\_\_\_

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

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

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

\*(For multiple applicants, please submit multiple copies of this page.)

**PRELIMINARY PLAT CHECKLIST**

\_\_\_\_\_ 1. Subdivision name

- \_\_\_\_\_ 2. Location: Sec, Twp, Rge
- \_\_\_\_\_ 3. Sub-divider's name & address
- \_\_\_\_\_ 4. Engineer/surveyor name & address
- \_\_\_\_\_ 5. Date of subdivision
- \_\_\_\_\_ 6. Reference to adjoining subdivisions w/names
- \_\_\_\_\_ 7. North arrow
- \_\_\_\_\_ 8. Scale, not less than 1 in. = 60 ft.
- \_\_\_\_\_ 9. Existing and proposed right-of-way or public tracts with widths and names
- \_\_\_\_\_ 10. Lot and block layout with numbering and dimensions
- \_\_\_\_\_ 11. Existing zoning designation, or proposed if a rezone is requested
- \_\_\_\_\_ 12. All existing and proposed easements of record stating width and purpose
- \_\_\_\_\_ 13. Location of any existing open spaces or permanent structures
- \_\_\_\_\_ 14. General layout of sewer and water utilities
- \_\_\_\_\_ 15. Proposed phasing, if any
- \_\_\_\_\_ 16. Acreage breakdown with gross and net (less right-of-way)
- \_\_\_\_\_ 17. Plan/profile of proposed street grades
- \_\_\_\_\_ 18. Existing Topography\* (5' max. contour interval, except for slopes >50% may have 10' interval) \*Areas with existing slopes  $\geq 20\%$  shall be shaded or clearly indicated on the plans
- \_\_\_\_\_ 18. Proposed finished grading plan\* (5' max. contour interval, except for slopes >50% may have 10' interval) \*Areas with existing slopes  $\geq 20\%$  shall be shaded or clearly indicated on the plans
- \_\_\_\_\_ 19. Location of any delineated Wetlands and/or water bodies and, if applicable, the floodway and 100-year floodplain (BFE data must be included if the plat is  $\geq 5$  acres or  $\geq 50$  lots)
- \_\_\_\_\_ 20. Vicinity sketch