



**CITY OF MOSCOW  
COMMUNITY DEVELOPMENT**  
Ph.: 208-883-7035  
Fax: 208-883-7033  
504 S. Washington Street  
jfleischman@ci.moscow.id.us

For City Use Only			
Date Received			
Dept	Fee Type	Fees	Paid
CDV	Application Fee	\$920.00	
Receipt Number			

## APPLICATION FOR PRELIMINARY SUBDIVISION PLAT

**APPLICANT:**

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

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

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

**OWNER:** (if other than applicant)

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

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

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

**ENGINEER/SURVEYOR:**

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

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

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

Primary point of contact (select one): Applicant \_\_\_\_\_ Owner \_\_\_\_\_ Engineer/Surveyor \_\_\_\_\_

**PROPERTY:**

1. Proposed Subdivision Name: \_\_\_\_\_

2. Address(as) or Parcel Number(s): \_\_\_\_\_

3. Legal Description: *Please attach copy of full description.*

4. Gross area of all land involved: \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft.

5. Total Net Area of land area exclusive of proposed or existing public street and other public lands:  
\_\_\_\_\_ acres, and/or \_\_\_\_\_ square feet.

6. Total number of lots: \_\_\_\_\_ Average lot size: \_\_\_\_\_

7. Existing Zoning of subject property: \_\_\_\_\_

**SEWER AND WATER MAIN OVERSIZING REIMBURSEMENT POLICY**

Oversizing 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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**PRELIMINARY PLAT CHECKLIST:**

- \_\_\_\_\_ 1. Subdivision name
- \_\_\_\_\_ 2. Location: Section, Township, Range
- \_\_\_\_\_ 3. Subdivider’s name & address
- \_\_\_\_\_ 4. Engineer/surveyor name & address
- \_\_\_\_\_ 5. Date of subdivision
- \_\_\_\_\_ 6. Reference to adjoining subdivisions with 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\*
- \_\_\_\_\_ 18. Proposed finished grading plan\*
- \_\_\_\_\_ 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 ≥5 acres or ≥50 lots)
- \_\_\_\_\_ 20. Vicinity sketch

\*5’ max. contour interval, except for slopes >50% may have 10’ interval) Areas with existing slopes ≥ 20% shall be shaded or clearly indicated on the plans.

**SUBMITTAL:**

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

- Completed application.
- Copy of neighborhood meeting invitation, mailing list, attendance list and minutes.
- Payment of application fees.
- One full-sized Preliminary Plat Map and one electronic copy.

*I understand this information is a public record and may be posted to a public website.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner’s Signature (if different)

\_\_\_\_\_  
Date