

General Steps and Timelines for Major and Minor Subdivisions

{The information is provided to assist you during permitting and development processes. This is designed to provide conceptual level process information for Major or Minor Subdivisions; no approvals are intended or implied until the permit application, review, and approval process has been completed; as such, the items noted herein may not be addressed completely or accurately. It is intended to address the overall process and not the individual nuances of a particular Major or Minor Subdivision.}

Planning and Zoning Commission meets on the 1 st and 3 rd Mondays of the month	Hayden City Council meets on the 2 nd and 4 th Tuesdays of the month
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Minor Subdivision – 2 to 6 lots; unless accompanied by a zone change which requires the process to follow a Major Subdivision

Preliminary Plat Approval

For Major Subdivision:

1. Pre-Development Meeting
2. Intake meeting to receive an application for Subdivision
 - a. Staff Review begins with a draft staff review to applicant about 3 weeks into the process, with a final staff review to be completed 2 weeks prior to Planning and Zoning Commission Public Hearing Meeting.
 - b. Notice to agencies for a 30 day period.
 - c. Adjacent properties, property posted and published in the paper 15 days prior to scheduled Planning and Zoning Commission Meeting as a public hearing.
 - i. Notice to paper minimum of 3 days prior to publication.
3. Public Hearing with Planning and Zoning Commission
 - a. Planning and Zoning may approve, approve with conditions, add new conditions, or deny the preliminary subdivision.
4. Planning and Zoning Commission Meeting
 - a. As a Consent Calendar item the Written Recommendations of the Commission based on the public hearing meeting(s) and the corresponding minutes are placed for approval.
5. Public Meeting with City Council
 - a. Planning and Zoning Written Recommendations of the Commission to City Council
 - i. New Business item with the City Council to approve, approve with conditions, or deny the preliminary subdivision.
6. City Council Meeting
 - a. As a Consent Calendar item the Written Decision of the City Council based on the public meeting(s) and the corresponding minutes are placed for approval.

7. Master Development Agreement for the Subdivision
 - a. Staff develops the Master Development Agreement to include the conditions of approval for the subdivision.
 - b. Upon receipt of the signed master development agreement from the applicant, it shall be placed on the City Council Agenda as a consent calendar item.
 - c. Upon City Council Approval, the Mayor and City Clerk's signatures, the Clerk will record the master development agreement and forward an original back to the applicant.
8. See "Construction Review and Final Plat Process" for next steps.

For Minor Subdivision:

1. Pre-Development Meeting
2. Intake meeting to receive an application for Minor Subdivision
 - a. Staff Review begins with a draft written decision to applicant about 3 weeks into the process.
 - b. Notice to agencies for a 30 day period.
 - c. Adjacent properties are noticed.
3. Written Decision and Memorandum of Understanding (Administrative Approval):
 - a. Applicant signs the Written Decision and Memorandum of Understanding
 - b. Upon signature of all parties, the 14 – day appeal period begins with respect to the written decision by the developer or any affected party.
 - c. Adjacent properties are noticed.
 - d. If the applicant has proposed to serve the subdivision via a private street, the city staff shall recommend approval, approval with conditions or denial of proposed private streets to the city council prior to making a decision to approve, approve with conditions or deny the preliminary plat for the minor subdivision.
4. See "Construction Review and Final Plat Process" for next steps.

Construction Review and Final Plat Process

For Major and Minor Subdivision:

1. Intake meeting to receive an application for Construction Plan review and plan submittal (Construction plans shall be submitted to outside agencies for required reviews: DEQ, NLFPD, Water Jurisdiction, etc.)
 - a. Utility Coordination Meeting with utilities, developer, engineer of record, and City.
 - b. Revise and resubmit if necessary prior to initial review of construction plans.
 - c. Review, revise, re-submit – until construction plans are approvable.
2. Construction Improvement Agreement (CIA)
 - a. Upon receipt of all exhibits, signature of the CIA, and receipt of all outstanding fees, a pre-construction meeting may be scheduled.
 - b. The Clerk will record the CIA and forward a copy to the owner/developer.
3. Pre-Construction Meeting
 - a. Utility coordination, required Engineering Project Certification, and Quality Control Standards for the project. Those in attendance include representatives from the affected wet and dry utilities, developer/owner, engineer of record, contractor and the City.
 - b. Right of Way encroachment permit requirements for the City, affected Highway Districts, Hayden Area Regional Sewer Board, etc.
4. Construction
 - a. Note 12-3-4(L) which states “No construction of any kind, other than the movement or stripping of topsoil, shall take place on the site prior to those actions. {as stated above} The staging or mobilizing of equipment or establishing a temporary construction office or equipment storage yards shall not be considered to be “construction” for the purposes of this section. During construction, the city has the authority to conduct periodic inspections of the project site and the required infrastructure improvements.”
 - b. Should movement or stripping of topsoil be requested a Site Disturbance Agreement should be issued.
 - c. Periodic inspections and testing per the Quality Control Standards.
5. Any time after the recordation of the CIA, the final plat application and plat may be submitted for review.
 - a. Intake meeting to receive an application for Final Plat review.
 - b. Final plat application shall be submitted to Kootenai County as a separate review in parallel with the City’s review. The City reviews for compliance with City Codes and requirements as set forth in the Master Development Agreement. The County reviews for Idaho State Code requirements for plats.

Final Platting and Completion of Infrastructure

<p>6.(A) Final platting prior to completion of infrastructure:</p> <ul style="list-style-type: none"> a. Applicant shall post performance surety (150% of the estimated cost of all improvements, not including those to be constructed by private utilities) based on the MDA requirements. b. Final plat must be at “mylar pending” status with Kootenai County before the final plat approval is placed on the City Council agenda as a Consent Calendar item. c. All signatures except the City (Mayor, Clerk, Engineer), and the Kootenai County Surveyor and Recorder must be on the mylar before submittal; along with the City’s plat tracking sheet, Kootenai County recording fees, and any additional items to record at the same time. d. Upon receipt of all required items, and approval by City Council, the City will sign and the Clerk will record the plat and associated documents. 	<p>6.(B) Final platting at the time of completion of infrastructure:</p> <ul style="list-style-type: none"> a. Upon requirements met for Completion of infrastructure, the final plat can also be approved. b. Final plat must be at “mylar pending” status with Kootenai County before the final plat approval is placed on the City Council agenda as a Consent Calendar item. c. All signatures except the City (Mayor, Clerk, Engineer), and the Kootenai County Surveyor and Recorder must be on the mylar before submittal; along with the City’s plat tracking sheet, Kootenai County recording fees, and any additional items to record at the same time. d. Upon receipt of all required items, and approval by City Council, the City will sign and the Clerk will record the plat and associated documents.
<p>7.(A) Completion of Infrastructure:</p> <ul style="list-style-type: none"> a. Final Walk Thru inspection and generation of punch-list. b. Completion of punch-list items. c. Applicant shall exchange performance surety above, for warranty surety (25% of the estimated cost of all improvements, not including those to be constructed by private utilities) based on the MDA requirements. d. Payment of any fees owing as part of the MDA or Hayden City Code (i.e. temporary lift station, lights, etc.) e. Approval of infrastructure is placed on the City Council agenda as a Consent Calendar item. 	<p>7.(B) Completion of Infrastructure:</p> <ul style="list-style-type: none"> a. Final Walk Thru inspection and generation of punch-list. b. Completion of punch-list items. c. Applicant shall post warranty surety (25% of the estimated cost of all improvements, not including those to be constructed by private utilities) based on the MDA requirements. d. Payment of any fees owing as part of the MDA or Hayden City Code (i.e. temporary lift station, lights, etc.) e. Approval of infrastructure is placed on the City Council agenda as a Consent Calendar item.

8. If the subdivision is phased, then submission of the next phase(s) for planning review, construction plan review, or final plat review can occur any time after the Master Development

Agreement is approved for the Subdivision according to the approved phasing plan and/or Final Planned Unit Development if it applies.

9. The warranty inspection will occur 2-3 months prior to completion of the warranty period.
 - a. At the end of the warranty period, as long as all warranty items have been addressed, warranty surety shall be released.
 - b. For outstanding items requiring additional time to correct, warranty surety will be extended until those items have been corrected.