



## MINOR SUBDIVISION APPLICATION

Community & Economic Development Department  
 8930 N Government Way Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) (208) 209-2022

To be completed by city staff:

Tracking #:

Date submitted:

Received by:

**SUBDIVISION NAME:** \_\_\_\_\_

**CHECKLIST:** A request is made by submitting the following:

	<b>Requirement</b>
	Pre-Application Meeting with city staff (date: _____)
	Completed, signed and dated application
	Proof of ownership and consent from all property owners and lien holders granting authorization to subdivide the property and the name and contact information of the authorized agent.
	Letter of authorization from owner of record, if not applicant
	A current radius report consisting of a list, prepared by a title company that is licensed to do business in the state of Idaho, of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines three hundred feet (300') from the external boundary of the entire proposal area. Three (3) such lists shall be provided on self-adhesive labels. Said list shall be accompanied by a date stamped tax parcel map prepared by Kootenai County. Note: list must be current within 60 days of issuing notice to public agencies.
	An 8 ½ inch x 11 inch plat of the vicinity
	Copy of the most current recorded deed
	Current Title report
	A statement of proposed provisions for irrigation/domestic water supplies and sewage disposal. This shall be accompanied by will-serve letters dated within 30 days of the application submittal form.
	A narrative describing the project and development proposal. Identify if requesting private roads, or any deviation from the road standards that may require an exception.
	Electronic copy of the legal description of property emailed to <a href="mailto:planning@cityofhaydenid.us">planning@cityofhaydenid.us</a> (Word format)
	<p>The subdivision plan shall be prepared by an engineer or surveyor licensed in the State of Idaho, drawn to scale that is reasonable and legible to clearly and fully disclose the following information:</p> <ul style="list-style-type: none"> <li>➤ Name, mailing address telephone number, fax number and email address of the Idaho licensed engineer or surveyor that prepared the plan;</li> <li>➤ The location of the boundary lines of the proposed subdivision in relation to section, quarter section and quarter -quarter section lines and any adjacent corporate boundaries of the city which are part of the legal description of the property;</li> <li>➤ The boundaries and dimensions of all blocks and lots within the proposed subdivision together with the numbers proposed to be assigned to each block and lot;</li> <li>➤ A data table showing the number of lots, the smallest, largest and average lot area within the proposal site, to total acreage of the entire proposal area, and the density in lots per acre;</li> <li>➤ Any existing, or proposed easements and right of way dedications, and if required green belt; easements to be labeled with the name of the recipient and purpose of easement;</li> <li>➤ All existing and proposed streets. Show plan, profile and cross sections along with street names for both existing and proposed.</li> <li>➤ All adjacent streets, showing location of existing right of way width, and the location of centerline, swales, curbs and sidewalks and trees;</li> <li>➤ Location of existing structures such as septic tanks, drainfields, underground storage, wells, houses, and outbuildings with notes to indicate if they will remain or be removed along with setbacks from proposed lot lines and streets. Show location of natural features such as wooded areas, streams, drainage ways, flood hazard areas identified on the Flood Insurance Rate Maps, rock outcroppings, or other sensitive hazardous or difficult areas to develop.</li> <li>➤ Location, dimensions and area of all parcels of land to be set aside for parks, open space, or other public use or for the use of property owners in the proposed subdivision;</li> <li>➤ Preliminary construction plans (typically 50-70% design) demonstrating constructability and functionality which shall include:             <ul style="list-style-type: none"> <li>○ Proposed utility infrastructure plan indicating locations, sizes and approximate centerline grades;</li> <li>○ General grading plan showing existing and proposed topography identifying areas of cut and fill over two feet, along with all existing and proposed surface water flow patterns. Conceptual stormwater management plans for all proposed subdivision infrastructure;</li> <li>○ Pedestrian and bicycle circulation plans;</li> <li>○ A general right of way landscape plan;</li> <li>○ Proposed mailbox locations;</li> <li>○ Traffic studies;</li> <li>○ Snow storage and removal plans;</li> </ul> </li> <li>➤ Geotechnical or similar study, if required by City Engineer</li> </ul>
	<p>Paper copies of the proposed Minor Subdivision plat in the following sizes:</p> <ul style="list-style-type: none"> <li>➤ <b>One (1) 8 ½ inch x 11 inch copy</b></li> <li>➤ <b>One (1) 11 inch x 17 inch copy</b></li> <li>➤ <b>Three (3) 18 inch x 27 inch copies</b></li> </ul> <p>Electronic Copy in PDF format of the plat emailed to <a href="mailto:planning@cityofhaydenid.us">planning@cityofhaydenid.us</a> or on disc</p>
	<p>Fees are in accordance with the current City Council adopted fee schedule. City fees and engineering pass through costs are required at the time of application submission. All additional fees, notice and legal publication charges are the responsibility of the applicant and will be billed separately.</p>



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SUBDIVISION NAME: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

ENGINEER AND/OR SURVEYOR: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

PROPERTY: (General Location) \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Street Address (if applicable): \_\_\_\_\_

Size of Project: \_\_\_\_\_ acres Average Lot Size: \_\_\_\_\_ sq. ft. Number of Lots: \_\_\_\_\_

Density: \_\_\_\_\_ lots per acre Zoning: \_\_\_\_\_ Adjacent Zoning: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

All fees shall be PAID IN FULL prior to the release of the final Memorandum of Understanding for the applicant's signature.

No construction of infrastructure shall commence until:

- 1. preliminary subdivision plat approval
2. execution of a memorandum of understanding
3. subsequent review and approval of final construction plans by the city engineer
4. a pre-construction conference has occurred

Failure to file the final plat within two years after the signing of the Memorandum of Understanding, shall cause all approvals of said subdivision plan to be null and void, UNLESS an extension of one year has been applied for by the developer and approved by the City Council. After the two years has lapsed, the developer may apply for and receive additional extensions for good cause of time, if actual work has been commenced and is continuing on the installation of the improvements.

CERTIFICATIONS:

I understand that the decision made by the Director, or his/her designee on a Minor Subdivision is final unless appealed by me or by any affected persons. A notice of appeal by the developer or any affected party may be filed along with the applicable fee to City Council no later than fourteen (14) days after the date of the decision. I also understand that application fees are in accordance with the current City Council adopted fee schedule and that all additional fees, charges, pass-through engineering costs, legal advertising and postage are the sole responsibility of the applicant.

I hereby certify that I am the owner or contract buyer of the property upon which the subdivision is to be located or that I have been vested with the authority to act as agent for the owner or contract buyer. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(signature) \_\_\_\_\_

(print name) \_\_\_\_\_

(signature) \_\_\_\_\_

(print name) \_\_\_\_\_

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To be completed by city staff:
Check #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_