



SUBDIVISION APPLICATION

Community & Economic Development Department
 8930 N Government Way Hayden, ID 83835
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:

	Requirement
	<i>Pre-Application Meeting with City Planner (Date: _____)</i>
	<i>Completed, signed and dated application</i>
	<i>A list of names, mailing addresses, telephone/fax number and email addresses of all persons, firms and corporations holding interests in said property.</i>
	<i>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.</i>
	<i>A graphic narrative depicting and explaining the project, to include any exceptions being requested and identifying the development phases or stages, if the project is being done over several years.</i>
	<i>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.</i>
	<i>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.</i>
	<i>Current title report</i>
	<i>An 8 ½ inch x 11 inch map or sketch of the general vicinity in which the project site is located</i>
	<i>Electronic copy of the legal description of the property e-mailed to planning@cityofhaydenid.us (Word format)</i>
	<i>A copy of the most current recorded deed</i>
	<p><i>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:</i></p> <ul style="list-style-type: none"> ➤ <i>Name, mailing address telephone number, fax number and email address of the Idaho licensed engineer or surveyor that prepared the plan;</i> ➤ <i>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;</i> ➤ <i>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;</i> ➤ <i>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;</i> ➤ <i>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;</i> ➤ <i>All existing and proposed streets. Show plan, profile and cross sections along with street names for both existing and proposed.</i> ➤ <i>All adjacent streets, showing location of existing right of way width, and the location of centerline, swales, curbs and sidewalks and trees;</i> ➤ <i>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.</i> ➤ <i>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;</i> ➤ <i>Preliminary construction plans (typically 50-70% design) demonstrating constructability and functionality which shall include:</i> <ul style="list-style-type: none"> ○ <i>Proposed utility infrastructure plan indicating locations, sizes and approximate centerline grades;</i> ○ <i>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;</i> ○ <i>Pedestrian and bicycle circulation plans;</i> ○ <i>A general right of way landscape plan;</i> ○ <i>Proposed mailbox locations;</i> ○ <i>Traffic studies;</i> ○ <i>Snow storage and removal plans;</i> ➤ <i>Geotechnical or similar study, if required by City Engineer</i>
	<p><i>An electronic copy in PDF format and paper copies of the plan in the following sizes:</i></p> <ul style="list-style-type: none"> ➤ <i>One (1) 8 ½ inch x 11 inch copy</i> ➤ <i>One (1) 11 inch x 17 inch copy</i> ➤ <i>Three (3) 18 inch x 27 inch copies</i>
	<p><i>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 are required to be paid prior to the City signing the Master Development Agreement.</i></p> <p>Note: Base fee includes two (2) reviews of original plan; review fees charged at an hourly rate in accordance with the current City Council adopted fee schedule.</p> <p>*Additional Fees due at time of Construction Plan Review Application and for Construction Oversight and Inspection.*</p>

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.



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To be completed by city staff:
Tracking #:
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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: _____

Street Address (if applicable): _____

Size of Project: _____ gross acres Total Number of Lots and Tracts: _____ Average Lot Size: _____ sq ft

Gross Density: _____ Lots per acre: _____

Existing Zoning: _____ Adjacent Zoning: _____

Current Land Use: _____ Surrounding Land Use: _____

Comprehensive Plan Designation: _____ Tax Parcel #: _____

Exceptions Requested: _____

NO CONSTRUCTION OF INFRASTRUCTURE SHALL COMMENCE UNTIL PRELIMINARY SUBDIVISION APPROVAL HAS BEEN ISSUED, AND DEVELOPMENT AGREEMENTS AND CONSTRUCTION IMPROVEMENT AGREEMENTS HAVE BEEN APPROVED AND EXECUTED.

Failure to file the final plat within two (2) years after the date of City Council's approval of the Master Development Agreement which approved the preliminary plat 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 (2) years has elapsed, 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, up to a maximum of five (5) years, after which the preliminary plat approval shall be null and void and re-application for a new preliminary plat application shall be required.

CERTIFICATIONS:

I understand that the decision made by the City Council of Hayden on a Subdivision Plan is final unless I request reconsideration or the decision is appealed by me, by adjoining property owners, or by other affected persons in accordance with Idaho Code 67-6535. I also understand that the Final Subdivision Plat must be approved and accepted by the City Council before it can be recorded. 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)

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

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