



## SUBDIVISION APPLICATION PROCEDURES

1. Schedule preliminary meeting with the Planning Department to review plans.
2. Complete the subdivision application (pages 4-6).
3. **Project Narrative:** Submit a narrative describing the proposed subdivision and the general compatibility with other adjacent property. Also include a discussion of the relationship of the proposed subdivision to the Comprehensive Plan.
4. **Dedication:** The subdivider must furnish to the City an effective dedication of all streets and other spaces to be dedicated, and of all easements provided by the subdivision plan or plans.
5. **Pay Application Fees:** Please call the Planning Department at 208-263-3370 or consult the Planning forms and fees webpage at [www.sandpointidaho.gov/planningfees](http://www.sandpointidaho.gov/planningfees). Any additional fees associated with plat review by agencies other than the City are the responsibility of the applicant.
6. Provide the following with the completed application:

### Preliminary Plat:

- a. **Number of Copies; Tentative Plat:** All preliminary plats submitted for approval shall be in duplicate, prepared to meet the requirements of *Idaho Code* 50-1304, essentials of plats, as currently codified. Subdivider shall also supply one (1) eleven inch by seventeen inch (11" x 17") copy and a digital copy in PDF format. A tentative plat may first be submitted for staff review before the formal preliminary plat is submitted.
- b. **Contour Map:** A contour map at a one foot (1') or two foot (2') contour interval shall show the general topography and record grade of the tract. All existing and proposed streets and alleys and other public spaces shall be shown, with the width and type of pavement or surfacing, and all other important features. Sufficient information shall be drawn to scale on the plans to indicate the relation of the proposed streets and other public spaces to the present street system of the City and also the official City plan, when and after such City plan has been adopted.
- c. **Dimensions:** The dimensions of all lots and subdivisions and re-subdivisions of lots shall be shown. All lots shall be sufficiently wide and deep to permit full conformity with the zoning regulations.
- d. **North Point and Scale:** The north point and scale shall be shown, and the names and addresses of the petitioner and the engineer or surveyor shall be given on each plat.
- e. **Proof of Ownership, Sale Contract:** Owner must sign or cosign application. A copy of the subdivider's sale contract or deed showing restrictions shall be furnished the City before final approval of the subdivision plan. Such contract or deed shall relate that the lot or lots contracted for are subject to the zoning regulations, building code and subdivision regulations of the City.
- f. **Proposed Use:** The proposed use of each lot or group of lots or subdivision shall be indicated. No lot shall be proposed for a use of a classification less restrictive than permitted in the zoning regulations.

- g. **Improvements:** Whenever improvements are proposed within any such subdivision or in any such street or other public space, two (2) sets of plans, profiles, and at least outline specifications of such improvements shall be submitted for preliminary approval. Such plans and specifications shall show or indicate required detail of such improvements.
- h. **Adjoining Property Owners:** Applicant shall provide a map of the adjoining property owners and a list of the owners within three hundred feet (300'), with current addresses. Two sets of names and addresses, printed on self-adhesive mailing labels, shall be included.
- i. **Business or Industrial Lots:** No lots shall be subdivided nor indicated for sale as business or industrial lots except in those areas designated for such uses in the zoning regulations or comprehensive plan of the City.
- j. **Wetlands:** If the subject property is located within or partially within wetlands or the floodplain, wetlands must be shown on the preliminary plat. A copy of the application for flood hazard or wetlands development permit shall be submitted along with the preliminary plat for concurrent review by the commission or hearing examiner.
- k. **Additional Information; Expiration:** Following submittal of an application, the applicant shall be required to diligently pursue the application by providing revised plans, plat maps, etc., when requested by city staff, the hearing examiner or the commission, in a timely fashion. Where the applicant fails to meet this requirement and takes no further action on the application for a period of twelve (12) consecutive months the application shall automatically expire. When such application has expired, the applicant must reapply and pay any applicable fees.
- l. **Fee For Alteration:** If, after staff review, an applicant substantially alters a proposal (as determined by the Planning Director), the applicant shall pay an additional fee of fifty percent (50%) of the regular fee.

**Final Plats (shall be submitted following approval of the Preliminary Plat):**

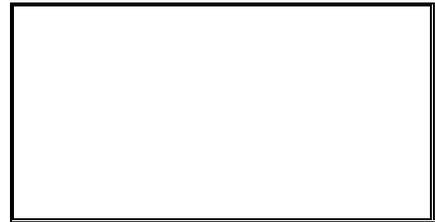
- a. All final plats shall meet the requirements of *Idaho Code* 50-1304 as currently codified, and shall show the sidewalk lines, lot lines, easements, building lines within ten feet (10') of the plat, and all property or subdivision boundaries. Said plats shall show, in accordance with an accurate land survey, the controlling points and lines around and within the subdivision itself and also by distance, bearings and angles, the relation of such controlling points and lines to the other controlling survey points within or near the city. All survey monuments shall be indicated, and there shall be at least one permanent monument placed at each lot corner of the subdivision area. Such monuments shall be placed when the surveys are made and shall consist of one inch (1") diameter iron pipe driven at least two feet (2') into the ground and embedded in concrete.
- b. Four (4) sets of all construction plans for public improvements, including drainage, shall be submitted and approved prior to approval of the final plat.
- c. Plats containing townhouse or townhouse duplex lots shall include the following statement on the final plat:

*Lots \_\_\_\_\_ of Block \_\_\_\_\_ are designated for the construction of townhouse (or townhouse duplex) units only.*

Each townhouse structure shall be constructed on those lots having the same numerical designation and bearing sequential alphabetic letters for each townhouse unit. Each unit of the townhouse units shall be placed on lots of the same numerical designation, with the common wall centered on the dividing line between such lots with the same numerical designation. Separate ownership of each townhouse lot designated by the same number and sequential lettering as set forth above is allowed. Construction of such units shall proceed simultaneously or be rebuilt simultaneously.

- d. No lot, tract or parcel of land within any such subdivision shall be offered for sale nor shall any sale, contract for sale, or option be made or given, until final plat is filed with the county recorder.
- e. All taxes and assessments on property platted must be paid before the plat shall be recorded.

**Please refer to Title 10 of *Sandpoint City Code* for complete plat requirements.  
[www.sandpointidaho.gov/citycode](http://www.sandpointidaho.gov/citycode)**



**SUBDIVISION APPLICATION**

File #: \_\_\_\_\_

*Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.*

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Representative Information:**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information:**

Proposed Development Name: \_\_\_\_\_  
Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_  
(or) Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_  
Number of Lots/Units: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Smallest Lot Size: \_\_\_\_\_ Largest Lot Size: \_\_\_\_\_

**Current Zoning:**

- | Residential   | Commercial   | Industrial   |
|---|--|--|
| <input type="checkbox"/> Rural Residential RR2          | <input type="checkbox"/> Mixed-use Residential (MUR) | <input type="checkbox"/> Industrial General (IG)                 |
| <input type="checkbox"/> Rural Residential RR1          | <input type="checkbox"/> Commercial A (CA)           | <input type="checkbox"/> Industrial Business Park (IBP)          |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial B (CB)           | <input type="checkbox"/> Industrial General w / IBP uses allowed |
| <input type="checkbox"/> Residential Multi-Family (RM)  | <input type="checkbox"/> Commercial C (CC)           | <input type="checkbox"/> Industrial Technology Park (ITP)        |

**Current Comprehensive Plan Designation:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Very Rural       | <input type="checkbox"/> Context Area 2  | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1   | <input type="checkbox"/> Context Area 3  | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial     |

**What land uses border the site? Describe lot sizes, structures and uses:**

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**What Zones border the project site?**

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

**Utility Information:**

Power will be provided by:

- |   |  |
|---|--|
| <input type="checkbox"/> Avista Utilities | <input type="checkbox"/> Northern Lights Inc |
|---|--|

Water will be supplied by:

- |  |
|--|
| <input type="checkbox"/> Existing public or community system |
| <input type="checkbox"/> Individual well                     |
| <input type="checkbox"/> Proposed public or community system |

Sewage disposal will be provided by:

- |  |
|--|
| <input type="checkbox"/> Existing community system |
| <input type="checkbox"/> Individual system         |
| <input type="checkbox"/> Proposed community system |

**Site Information - provide detailed descriptions on the following:**

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Water courses (springs, streams, rivers, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Existing structures (size & use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Land cover (timber, pasture, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The Planning and Zoning Director may request additional information in specific circumstances in order to assist the Planning and Zoning Commission in reviewing this request.

The date of the Planning and Zoning Commission hearing will be established by the Planning and Zoning Department upon the acceptance of a **complete** application. An application will be considered complete when all of the requested information has been submitted.

I am the owner or owner’s representative of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date