

CITY OF RATHDRUM
8047 W Main Street
Rathdrum, ID 83858



PLANNING AND ZONING
208-687-2700 Ext: 117
208-687-1377 Fax

FINAL PLAT APPLICATION & CHECK-LIST APPENDIX 'C'

APPLICATION INFORMATION

Date Received: _____

Fee: _____

1. Owner _____
Phone Number: _____
Address: _____
Email: _____

2. Ownership status: Owner: _____ Agent: _____ Tenant: _____ Contract Buyer: _____
*If applicant is not sole owner, attach listing of name, address and phone number of all vested parties

3. Professional Representative: _____
Contact Name: _____
Phone Number: _____
Address: _____
Email: _____

SUBMITTAL DEADLINE:

A *COMPLETE* application with all required submittals must be received by the Planning Administrator at least three(3) weeks prior to the Planning and Zoning Commission meeting date in order to be placed on the agenda.

CERTIFICATION:

I understand that the decision made by the City Council of Rathdrum on a Preliminary Subdivision Plat is final unless appealed by myself, by adjoining property owners, or by other affected persons. I also understand that the Final Subdivision Plat must be approved by the Planning Commission and accepted by the City Council before it can be recorded. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge. 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.

Owner Signature: _____

FINAL PLAT CHECK LIST:

Please mark a check mark for each item met or N/A for not applicable

Applicant	City Staff		Comments
		Compliance with Preliminary Plat	
		Compliance with Variance	
		County plat –within area of city impact	
		City Plat	
		18" X 27", 3" margin at left, ½" on other ends	
		Four(4) copies of Final Plat	
		Copy of computation sheets	
		North arrow	
		Basis of bearing	
		Scale	
		Date	
		Subdivision name	
		Section	
		Township	
		Range	
		Meridian	Boise
		County	Kootenai
		City	Rathdrum
		State	Idaho
		Legend	
		Vicinity map	
		Easements – width and purpose	
		Lot numbers	
		Block numbers	
		Road right of way widths	
		Road right of way locations	
		Road right of way dedications	
		Road name with correct spelling	
		Bearing and distance of exterior/interior boundary lines	
		Initial point, material, size, length	
		Exterior boundary corners, material size, length	
		Interior lot corners, material, size length	
		Centerline monuments	
		Improvement construction plans approved by city	
		Improvements constructed and approved or 200% surety submitted	
		Description of all monuments-public land survey corners and section subdivision corners	
		No encroachment upon margins of plat	
		Clarity of all lines	
		Mete and bounds legal description of exterior boundary	

	Lot and boundary closures	
	Tie to two public land survey or monuments recognized by the county surveyor/city engineer	
	Copy of corner perpetuation forms on corners used to control subdivision	
	Curve data	
	General notes and details	
	Cul-de-sac and knuckle radius	
	Owner's dedication certificate	
	Company title block	
	Conditions	
	Homeowner's documents	
	Special setback lines	
	Private reservations	
	Notary public	
	Kootenai county surveyor's final plat checklist	
	County surveyor signature block	
	County treasurer signature block	
	County recorder signature block	
	Health district signature block, sanitary restrictions	
	Mayor signature block	
	City engineer signature block	
	City clerk signature block	
	Field check	
	Updated title report demonstrating ownership	
	1 Reproducible mylar, 1 CAD digital drawing diskette, 4 prints submitted after city review	
	Reference to adjoining subdivisions or Records of Survey	

REMARKS:

CHECKLIST COMPLETION AND REVIEW

DESIGN PROFESSIONAL SIGNATURES:

Checked by: _____ Date: _____

Corrections verified by: _____ Date: _____

Approved by: _____ Date: _____