



PLANNING & ZONING

(208) 687-2700 -117
Fax: (208) 687-1377
planner@rathdrum.org

SUBDIVISION PLAN
(Preliminary Plat)
APPLICATION

DATE RECEIVED: _____

A. APPLICATION INFORMATION

1. Owner: _____

Phone Number: _____

Address: _____

Email: _____

4. Ownership status: Owner ____ Agent ____ Tenant ____ Contract Buyer ____
(If applicant is not sole owner, attach listing of name, address, & phone number of all vested parties.)

5. Professional Representative: Firm Name: _____

Contact Person: _____

Phone Number: _____

Address: _____

Email: _____

B. SUBDIVISION PLAN INFORMATION

1. Proposed Subdivision Name: _____

2. General Location: _____

3. Legal Description (Attach if needed):

5. Description of Project: _____

6. Size of Project: (Acres) _____

Average Lot Size: _____

7. Number of Lots: _____

Density: _____

8. Scale of Subdivision Plan: _____

C. SITE INFORMATION

1. Existing Zoning: _____
2. Adjacent Zoning:: _____
3. Current Land Use: _____
5. Comprehensive Plan Designation: _____
6. Proposed Access to the Site: _____
7. Attach the following information:
 - a) Written authorization from the property owner to process the application.
 - b) Title report providing legal description and confirming current ownership or copy of current deed as provided by title company.
 - c) Vicinity map in a legible scale showing location of the property, the local street network, the zoning of adjacent properties and current land use activities on all adjacent properties.
 - d) Narrative statements addressing the following:
 - 1) Physical Description of Site (Topography, Cover, Features)
 - 2) Physical Limitations (Rock Outcrops, Slope, Wetlands, Environmentally Sensitive Areas)
 - 3) Water System – availability, pressure, local sizing and location of lines
 - 4) Sewer System – availability, capacity, local sizing and location of lines
 - 5) Transportation –access streets, traffic control
 - 6) Proposed gas, electrical and telephone service
 - 7) Proposed Phasing and Completion Schedule for Each Phase
 - e) Listing of property owners’ names and addresses within a 300 foot radius of the subject property and three sets of mailing labels as provided by a licensed Kootenai County title company and issued within the past 30 days. If the subdivision plan is for a minor subdivision (short plat) where no public hearing is necessary, provide listings of those owners of property directly adjacent to the subject property.
 - f) Other information as requested by the Planning Administrator.

D. INFORMATION TO BE SHOWN ON SUBDIVISION PLAN

1. Name, address and telephone number of owner and surveyor/engineer.
2. Name of proposed subdivision.
3. General layout of Lots and Blocks, with proposed lot dimensions and area of each lot.
Include table showing number of lots, area of smallest and largest lots, average acreage per lot and total acreage.
4. Layout of streets and alleys.
5. Size, location of adjoining, existing and proposed water, sewer, phone, power, gas, cable, utilities.
6. Topography at contour intervals with datum reference as requested by Planning Administrator.
7. Location of floodways/100-year flood plain per FEMA, wetlands, environmentally sensitive areas.
8. **All items as set forth on attached Checklist.**

E. AGENCY COMMENT LETTERS

Provide comment letters based on review of the proposed subdivision plan from the following agencies:

1. Fire District
2. School District
3. Other agencies as requested by the Planning Administrator.

City of Rathdrum
 8047 W. Main Street
 Rathdrum, ID 83858
 www.rathdrum.org



Planning & Zoning
 Public Works Department
 Phone: (208) 687-2700 -17
 Fax: (208) 687-1377
 planner@rathdrum.org

SUBDIVISION PLAN: OWNER CERTIFICATION

Project: _____

Project Address/Location: _____

Owner Representative (Name and Role): _____

I understand that the decision made by the City Council of Rathdrum on a Subdivision Plan (Preliminary Plat) is final unless appealed by myself, by adjoining property owners, or by other affected persons. 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.

DATED this _____ day of _____, 20____.

SIGNATURE(S)

NAME (Print or Type)

City of Rathdrum
8047 W. Main Street
Rathdrum, ID 83858
www.rathdrum.org



Planning & Zoning
Public Works Department
Phone: (208) 687-2700 -17
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SUBDIVISION PLAN: PROFESSIONAL ASSURANCE

Project: _____

Project Address/Location: _____

Design Professional (Name and Firm): _____

As the professional surveyor, engineer or design professional in responsible charge of this project, I certify that the attached subdivision plans submitted to the City of Rathdrum for review and approval, provide complete information as requested in the City of Rathdrum's subdivision plan application and checklist. My stamp and signature indicate the plans were prepared under my responsible charge and in accordance with the standard of care for the profession.

DATED this _____ day of _____, 20_____.

Signature



CHECKLIST

Subdivision Plan (Preliminary Plat)

DATE _____

Subdivision Name _____

No. of Lots and Blocks _____

#	Description	X	County Checklist Reference #
1	Four (4) copies of Subdivision Plan. (Minimum Scale 1" = 100')		
2	One 11" by 17" copy of preliminary plat		
3	Digital Copy in PDF and DWG formats		
4	All Items Listed in Subdivision Plan Application Under Section D		
5	North Arrow		6
6	Basis of Bearing		7
7	Scale		8
8	Date and Preparer's Name		9
9	Subdivision Name		10
10	Section		11
11	Township		12
12	Range		13
13	Meridian (BOISE)		14
14	County (KOOTENAI)		15
15	City (RATHDRUM)		16
16	State (IDAHO)		17
17	Legend		18
18	Vicinity Map		19
19	Easements; width & purpose & right-of-way		20
20	Lot Numbers		22
21	Block Numbers		21
22	Road Right-of-Way widths		23
23	Road Right-of-Way locations		
24	Road Right-of-Way dedications		25
25	Road Names		
26	Bearing and distance of exterior boundary lines		26
27	Distance of interior boundary lines (no bearings required)		27
28	Reference to adjoining Subdivisions or Records-of-Survey		31
29	Clarity of all lines		34
30	Surveyor/City Engineer		38
31	Company Title Block		45
32	Conditions		46
33	Special setback lines		48
34	Private reservations		49
35	Public/Private dedications		50

REMARKS:

Assurance that checklist has been addressed in preparation of Subdivision Plan as submitted.

Design Professional _____

Signature _____