

CITY OF RATHDRUM  
8047 W Main Street  
Rathdrum, ID 83858



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

## SUBDIVISION PLAN APPLICATION

Preliminary Plat

Date Received: \_\_\_\_\_

### APPLICATION INFORMATION

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: \_\_\_\_\_

### SUBDIVISION PLAN INFORMATION

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

General Location: \_\_\_\_\_

Legal Description \*Attach if needed: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Size of Project \*Acres: \_\_\_\_\_ Average Lot Size: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Density: \_\_\_\_\_

Scale of Subdivision Plan: \_\_\_\_\_

## **SITE INFORMATION**

Existing Zoning: \_\_\_\_\_

Adjacent Zoning: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Comprehensive Plan Designation: \_\_\_\_\_

Proposed Access to the Site: \_\_\_\_\_

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:
  - Physical description of site (topography, cover, features)
  - Physical limitations (rock outcrops, slope, wetlands, environmentally sensitive areas).
  - Water systems availability, pressure, local sizing and location of lines.
  - Sewer systems availability, capacity, local sizing and location of lines.
  - Transportation access streets and traffic control.
- e) Listing of property owners' names and address within a 300 foot radius of the subject property and three sets (3) 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 not 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

## **INFORMATION TO BE SHOWN ON SUBDIVISION PLAN**

Name, address and telephone number of owner and surveyor/engineer.

Name of proposed subdivision.

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)

Layout of streets and alleys.

Size, location of adjoining, existing and proposed water, sewer, phone, power, gas, cable, utilities.

Topography at contour intervals with datum reference as requested by Planning Administrator.

Location of floodways/100 year flood plain per FEMA, wetlands, environmentally sensitive areas.

**ALL ITEMS AS SET FORTH ON ATTACHED CHECKLIST.**

**AGENCY COMMENT LETTERS:** Provide comment letters based on review of the proposed subdivision plan from the following agencies:

1. Fire District
  2. Police Department
  3. Superintendent of the Lakeland School District
  4. Panhandle Health
  5. Rathdrum Park and Recreation Department
  6. Power, cable and telephone agencies
  7. Other agencies as requested by the City Planner/City Engineer
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**SUBDIVISION PLAN: OWNER CERTIFICATION**

Project: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Owner Representative – Name and Role: \_\_\_\_\_

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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)

PRINTED NAME

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# CHECK LIST - SUBDIVISION PLAN

Preliminary Plat

DATE: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Number of Lots and Blocks: \_\_\_\_\_

#	Description	X	County Checklist Reference #
1	Four (4) copies of Subdivision Plans (Minimum Scale 1" = 100')		
2	One 11" X 17" copy of preliminary plat		
3	Digital Copy of PDG 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 and right of way		20
20	Number of lots		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 \_\_\_\_\_



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staci@rathdrum.org

**SUBDIVISION PLAN: PROFESSIONAL ASSURANCE**

Project: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Design Professional – Name and Role: \_\_\_\_\_

\_\_\_\_\_

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’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

\_\_\_\_\_