

# CITY OF PRIEST RIVER

PLANNING & ZONING

P.O. Box 415

552 High Street Priest River, ID 83856

(208) 448-2123

Fax (208) 448-2232



## Subdivision - Final Plat Application Procedures

- Obtain approval or conditional approval of preliminary plat;
- Obtain a survey and final plat prepared in accordance with the approved preliminary plat;
- Obtain and complete a Subdivision Final Plat Application.
- Provide the following with completed application:

### **Minimum Application Requirements for Subdivision – Final Plat**

1. Three (3) copies of the final engineering construction drawings for streets, water, sewers, sidewalks and other public improvements;
2. Proof of current ownership of the real property included in the final plat;
3. Any other information the Planning Administrator may deem necessary to establish whether or not all proper parties have signed and/or approved the final plat;
4. Three (3) copies of the final plat that shall contain and be in compliance with all items required under Title 50, Chapter 13 of Idaho Code. The reverse of the sheet shall not be used for any portion of the drawing, but may contain written matter as to dedications, certifications, and other information. The final plat shall include at least the following:
  - A. Conformance with the approved preliminary plat and meeting all requirements or conditions thereof;
  - B. Conformance with all requirements and provisions of the City of Priest River Zoning Code; and
  - C. Acceptable engineering practices and local standards.
  - D. Plats containing townhouses or townhouse duplex lots shall include the following statement on the plat:
    - *Lot(s): \_\_\_\_\_ of Block(s): \_\_\_\_\_ 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

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designation. Separate ownership of each townhouse lot designated by the same number and sequential lettering as set forth above is allowed. Construction of the units shall proceed simultaneously or be rebuilt simultaneously.

**Stipulations**

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

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

**Development Name:** \_\_\_\_\_

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**Applicant Information:**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Representative Information:**

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Representative's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*\*NOTE\*\*** The Planning and Zoning Administrator may request additional information in specific circumstances to assist the City Council in reviewing this request.

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

I am the owner of the property in this application. I further attest that all information, statements, attachments, and exhibits submitted with this application are true to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner Date

I am the owner's representative of the property 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 Representative Date