

CITY OF PRIEST RIVER
PLANNING & ZONING DEPARTMENT
P.O. Box 415
552 High Street Priest River, ID 83856
(208) 448-2123
Fax (208) 448-2232



Subdivision- Preliminary Plat Application Procedures

- Schedule a preliminary meeting with the Planning Administrator to review plans.
- Obtain and complete a Subdivision- Preliminary Plat Application.
- Provide at least the following with the completed application:

Minimum Application Requirements for Subdivision- Preliminary Plat:

1. Vicinity map depicting a three hundred (300) foot radius around the perimeter of the subject parcel using a current Bonner County Assessor's map identifying all parcels subject to notice;
2. Names and addresses prepared by a title company and printed on self-adhesive mailing labels of applicant, applicant's representative, landowners and all owners of real property, any part of which is located within three hundred (300) feet of the exterior boundaries of the subject property;
3. Copy of current deed and title report; owner must sign or cosign application. A copy of the subdivider's sale contract or deed showing restrictions shall be supplied to the City before final approval of the subdivision plan. The contract or deed shall relate that the lot or lots contracted for are subject to the zoning regulations, building codes and subdivision regulations of the City;
4. A land capability report, prepared by a person or firm qualified by training and experience to have expert knowledge of the subject, identifying the capability of the land to support the proposal with regards to flooding, drainage, erosion, sedimentation, and ground movement;
5. Letters of comment from the appropriate road, fire, school, and health districts and other appropriate agencies. The letter shall indicate that the agency has reviewed the proposal, and stipulate any conditions or requirements necessary for approval (from the list provided);
6. A statement of the intended use of the subdivision, such as: residential single-family, two (2) family and multiple housing, commercial, industrial, recreational, or agricultural and a showing of any sites proposed for parks, playgrounds, schools, churches, or other public uses. The proposed use of each lot or groups of lots or subdivision shall be indicated;
7. A copy of any proposed restrictive covenants or deed restrictions, or both;
8. Six (6) sets of the preliminary engineering plans (not meant to be cross sections or detailed designs) for streets, water, sewers, sidewalks, and other required public improvements; however, such engineering plans shall contain sufficient information and detail to enable the Administrator to make a determination as to

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conformance of the proposed improvements to applicable regulations, ordinances and standards;

9. Six (6) copies of the preliminary plat of the proposed subdivision, drawn in accordance with the requirements hereafter stated; each copy shall be on good quality paper, shall have dimensions of not less than twenty-four (24) inches by thirty-six (36) inches, shall be drawn to a scale of not less than one (1) inch to one hundred (100) feet, shall show the following:
- A. Drafting date;
 - B. North point and scale;
 - C. Names and addresses of the applicant, and the engineer or surveyor;
 - D. The dimensions of all lots and subdivision and re-subdivisions of lots shall be shown. All lots shall be sufficiently wide and deep to permit full conformity with the zoning regulations;
 - E. Contour lines at a two (2) foot interval where land slope is ten (10) percent or less, five (5) foot intervals where land slope is greater than ten (10) percent, and shall show the general topography and record grade of the tract;
 - F. 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 the official Comprehensive Plan;
 - G. If the subject property is located within or partially within wetlands or the floodplain, wetlands must be shown on the preliminary plat.

10. Application fee payment.

FEE

1-4 Lots= \$1,000 application fee + cost of notifications and mailings

5+ Lots = \$1,500 application fee + \$50/lot + \$3,000 Engineering Retainer Fee + cost of notifications and mailings

Application Fee: \$_____

Note:

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 Administrator, or the Council in a timely fashion.

When 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 the application has expired, the applicant must reapply and pay any applicable fees.

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

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Applicant Information

Applicant's Name: _____ Phone: _____

Address: _____ E-mail: _____

Interest in Subdivision (i.e., owner, agent etc.): _____

Holder of Legal Title: _____ Phone: _____

Address: _____ E-mail: _____

Representative Information

Business Name: _____ Phone: _____

Address: _____ E-mail: _____

Contact Name: _____ Phone: _____

Surveyor: _____ Phone: _____

Address: _____ E-mail: _____

Project Information

Proposed Development Name: _____

Legal Description of Site: Lot(s): _____ Block# _____ Addition: _____

Section: _____ Township: _____ Range: _____ Parcel # _____

Total Size of Parcel: _____

Number of Lots/Units: Existing: _____ Proposed: _____

Smallest Lot Size: _____ Largest Lot Size: _____

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

What land Uses border the site? Describe lot sizes and Uses:

North: _____ South: _____

East: _____ West: _____

What Zones Border the Project Site?

North: _____ South: _____

East: _____ West: _____

Current Comprehensive Plan Designation: _____

What Comprehensive Plan Designations Border the Site?

North: _____ South: _____

East: _____ West: _____

Describe Phasing Schedule (not to exceed two-year increments): _____

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Utility Information

Power will be provided by:

Avista

What extensions of water or sewer lines, roads or other services would be necessary?

Site Information

Please 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: _____

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Note:

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

The date of the City Council meeting will be established by the Planning and Zoning Department 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 or owner's representative of the property described in this application. I hereby certify that all information, statements, attachments, and exhibits submitted with this application are true and accurate to the best of my knowledge.

Signature of Applicant(s)

Date

Signature of Owner(s)

Date

Signature of Representative

Date