



# Application for Subdivision – Full Plat – Section 1

## Instructions

Please complete the application and required attachments. Incomplete applications or applications without all required attachments will not be accepted. A public hearing will be scheduled only after Staff has determined the application is technically complete. Please type or print plainly with dark ink.

Please submit to: **Latah County Department of Planning & Building**  
**Latah County Courthouse, 522 S. Adams, P.O. Box 8068, Moscow, ID 83843 (208) 883-7220**

## 1. Applicant Information

A. Applicant Name		B. Home Phone / Work Phone		C. Email	
D. Mailing Address		E. City		F. State	G. Zip Code
H. Property Owner (If Different Than Applicant)		I. Home Phone		J. Work Phone	
K. Mailing Address		L. City		M. State	N. Zip Code
O. Project Engineer and/or Surveyor Name		P. Phone		Q. Full Mailing Address	

## 2. General Site Information

A. Assessor's Parcel Number(s)		B. Site Address (If Applicable)	
C. Road Used to Access Site		D. Floodplain Designation(s)	E. FEMA Panel #
F. Existing Land Uses:			

## 3. Adjacent Properties Information

A. Zoning of Adjacent Properties		B. Existing Uses of Adjacent Properties	
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## 4. Subdivision Information

A. Current Zoning District(s) <input type="checkbox"/> Rural Residential 1-acre Minimum (RR-1) <input type="checkbox"/> Rural Residential 3-acre Minimum (RR-3) <input type="checkbox"/> Rural Residential 5-acre Minimum (RR-5) <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Multiple Family Residential (RM)		<input type="checkbox"/> Single Family Residential 9,600 Sq. Feet (RS-9.6) <input type="checkbox"/> Single Family Residential 12,000 Sq. Feet (RS-12) <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Area of Impact: City _____ <input type="checkbox"/> Other: _____		B. Comprehensive Plan Designation <input type="checkbox"/> Industrial / Commercial / Residential <input type="checkbox"/> Rural <input type="checkbox"/> Productive <input type="checkbox"/> Area of Impact: City _____		
B. Gross Area (All Land Involved) Acres: _____ Sq. Ft.: _____	C. Net Area (Land Area Exclusive of Easements, Existing or Proposed Roads, Public Lands, Wellhead Protection, etc) Acres: _____ Sq. Ft.: _____		D. Total Length of Rights-of-Way Included Miles: _____ Feet: _____		E. Number of Lots: _____	F. Ave. Lot Size: _____ Smallest: _____ Largest: _____

**Note:** Sites within an Area of City Impact may require additional notification time prior to public hearings or a hearing before the other jurisdiction.

<b>5. Authorization</b>	<b>6. Attachments</b>
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The applicant does hereby certify that all of the above statements and information in any attachments transmitted herewith are true, and further acknowledges that approval of this application may be revoked if it is found that any such statements are false.

This application is acknowledgement by the applicant that the proposed subdivision will comply with the design standards and all other relevant provisions of the Latah County Subdivision Ordinance.

A. Signature of Applicant		B. Date	
C. Signature of Property Owner (If Different Than Applicant)		D. Date	

<input type="checkbox"/> <b>Fee:</b> (\$1000) Make checks payable to Latah County.	
<input type="checkbox"/> <b>All required Submittals under Section 4 of this application</b>	
<input type="checkbox"/> <b>If in the Rural Residential Zoning Designation, a Conditional Use Permit application</b>	
<input type="checkbox"/> <b>Preliminary Plat</b>	
<input type="checkbox"/> <b>Proposed Deed Restrictions, Covenants, Development Agreements Other Attachments</b>	
<input type="checkbox"/> <b>Application Narrative (Section 2)</b>	

## Office Use Only

Date Received by County		Fee Amount	Receipt No.	By
FP#		Date Determined Technically Complete		By
ZC Hearing Date	BOCC Hearing Date	By		



## Full Plat Subdivision Narrative Worksheet – Section 2

### Application Information

Applicant's Name

Phone Number

**Purpose:** To assist the Zoning Commission in making an informed decision regarding the applicant pursuant to the requirements of the Latah County Land Use Ordinance.

**Instructions:** Please respond to each section of this form. If you need more space, you may attach additional sheets to the worksheet.

### Description of Proposal

Describe your proposal in detail. Include all aspects of your proposal.

Please describe how the proposed development will impact existing road infrastructure resulting from the increased traffic from the subdivision

Please describe how the proposed development will impact the local economy, schools, parks, and other public services



*In addition to your response above, please explain your proposal's consistency with the proceeding elements of the Comprehensive Plan. If a certain element is not applicable to your proposal, please explain why. Please refer to the Latah County Comprehensive Plan for specific goals and policies of the particular elements.*

**a. Community Design Element**

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**b. Population Element**

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**c. Housing Element**

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**d. Economic Development Element**

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**e. Public Services, Facilities, and Utilities Element**

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**f. School Facilities and Student Transportation Element**

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**g. Transportation Element**

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**h. Natural Resource Element**

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**i. Special Areas Element**

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**j. Hazardous Areas Element**

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**k. Recreation Element**

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**l. Land Use Element**

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**m. Property Rights Element**

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**n. Water Resources Element**

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## SECTION 3

### REQUIREMENTS FOR FULL PLATS:

- Full plat subdivisions shall only be permitted in water and sewer districts as created under the provisions of Title 42, Chapter 32, Idaho Code or where services will be provided by a municipality unless you have fewer than 10 lots and each of them are greater than 5 acres in size (exclusive of easements).
- No more than two lots in a full plat subdivision may have private driveway access to an existing highway district system road, unless additional lots are approved for private driveway access by the responsible highway district in the interest of public safety. The Board of Latah County Commissioners is not limited in its authority to require limits to access as part of the subdivision approval. All other lots in a full plat subdivision must have direct access to a new public road that has been accepted on the subdivision plat as a public road by the responsible highway district. No private driveways shall enter a state highway maintained by the Idaho Transportation Department.
- Full plat subdivisions shall be located within an existing fire district.
- All utility services shall be provided through underground utility easements shown on the plat.
- Each proposed lot shall have a building site outside of a designated flood hazard area. The plat must include a development restriction prohibiting the placement of any residences, accessory buildings, wells or sewage disposal systems within the designated flood hazard area.
- No gated communities will be allowed.
- All lots in a plat shall have a minimum of a 100 foot greenbelt buffer between the plat and a non-residential zone. No residences shall be permitted within this buffer area. This buffer can be eliminated if the zoning on the adjacent property is changed to residential.

### **!!!WARNING!!!**

**IMPROVEMENTS CANNOT BE MADE ON THE PROPERTY:**  
**Applicants / representatives / property owners / individuals / etc .. cannot make any improvements on the property until the full plat has been approved, Section 5 of this application has been complied with, the Board of County Commissioners has signed and approved the plat, and Section 5 has been implemented**

# SECTION 4

## REQUIRED SUBMITTALS WITH APPLICATION:

1.  The completed application form, fee, and any other information required by the Planning Department
2.  Provide written verification of approval of the water district that the subdivision is located in by the majority of water district board members at a duly noticed public hearing of that district or a letter from the municipality from which this subdivision will be receiving services. The written verification of approval or the letter must state that the subdivision will be receiving services with no contingencies.
3.  Provide the approved agreement that the water district / municipality will provide adequate water service to each lot being approved for development.
4.  Provide written verification of approval of the sewer district that the subdivision is located in by the majority of sewer district board members at a duly noticed public hearing of that district or a letter from the municipality from which this subdivision will be receiving services. The written verification of approval or the letter must state that the subdivision will be receiving services with no contingencies.
5.  Provide the approved agreement that the sewer district / municipality will provide adequate sewer service to each lot being approved for development.
6.  If you have fewer than 10 lots that are greater than 5 acres each and you are not intending to have services from a municipality or a sewer district provide written and signed approval from the North Central District Health Department that each proposed lot has an approved sewage disposal site or approval from the appropriate agency for a shared sewer or septic system
7.  If you have fewer than 10 lots that are greater than 5 acres each and you are not intending to have services from a municipality or a water district provide plans for a water system or a statement that individual wells will be used and show the proposed location of those wells on your preliminary plat map.
8.  Provide a map showing the proposed lots, location of the new public road and all private driveway access points.
9.  Provide written approval of the responsible highway district verifying:
  - A.  That the new public road has been accepted as part of the highway district's highway system
  - B.  That each lot has approved direct access to a public road
  - C.  That the applicant, their successors and/ or assigns have agreed the highway district's conditions necessary to ensure proper construction and maintenance of all public road improvements
  - D.  Provide all approval documents and agreements
10.  Provide written verification of approval by the majority of fire district Commissioners at a duly noticed public hearing of that district. The approval shall explicitly state that the proposed full plat subdivision is within the fire district and that the district has approved an agreement with the applicant to provide adequate fire protection.
11.  Provide the written agreement with the fire district that specifies any fire protection improvements that may be required by the district prior to issuance of building permits in the new subdivision.

12.  Provide a verification document from the school district that the district will be able to accommodate the proposed subdivision with services.
13.  Provide a verification document from the Latah County Sheriff that the Sheriff's Department will be able to accommodate the proposed subdivision with services.
14.  Provide a map showing the location of floodplain on the plat with a development restriction and designation of areas for structures, wells and septic/sewage system.
15.  Provide a map showing the location of 100 foot greenbelt buffer between the subdivision and any non-residential zone. This buffer can be included in the lots of the subdivision but cannot be built upon.
16.  Provide a map showing the paved path system that accesses each house and goes to all bus stops and any required park.
17.  Provide the maintenance plan for the path system.
18.  Provide a map showing the location of off-street parking for at least four vehicles for each lot in the subdivision.

## SECTION 5

### REQUIRED SUBMITTALS AFTER PRELIMINARY PLAT HAS BEEN APPROVED BUT BEFORE FINAL PLAT CAN BE SIGNED BY THE BOCC:

1.  A surface drainage and runoff plan, submitted by a professional engineer licensed in the State of Idaho, shall certify that the subdivision, when developed in accordance with the engineered plan, will not permit any surface drainage or runoff which exceeds the drainage or runoff from the site prior to subdivision approval.
2.  The applicant shall provide a financial guarantee, bond or escrow account, in an amount approved by the Board of Latah County Commissioners. The applicant shall provide an amount recommended by a professional engineer licensed in the State of Idaho for the needed drainage control improvements, road work, utilities, and bike paths or sidewalks.
3.  For all full plats with lots smaller than or equal to two acres in size, land shall be dedicated to the County, free of all liens and encumbrances, prior to the signing of the final plat, in order that adequate sites for public parks may be properly located and preserved as the County develops. The amount of land dedicated shall be in the amount of 5% of the total land in the plat not to exceed 10 acres. All lands designated for parks shall be approved by the Latah County Parks and Recreation Department.

**IMPROVEMENTS CANNOT BE MADE ON THE PROPERTY:**  
**Applicants / representatives / property owners / individuals / etc .. cannot make any improvements on the property until the full plat has been approved, Section 5 of this application has been complied with, the Board of County Commissioners has signed and approved the plat, and Section 5 has been implemented**

## SECTION 6

### REQUIREMENTS PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS WITHIN THE SUBDIVISION:

1.  The plat prepared in accordance with the specifications of Title 50, Chapter 13, Idaho Code and the requirements of this ordinance shall be recorded by the applicant or applicant's authorized agent within one year of the effective date for full plat approval. Plat approval expires if the applicant fails to record the plat as specified; the applicant must then reapply for a full plat.
2.  All roads shall be built to the current highway district road standards and shall be subject to highway district use standards and regulations. *The highway district must provide the County with verification that they roads have been built to their standards.*
3.  All lots in a plat shall have a minimum of a 100 foot greenbelt buffer between the plat and a non-residential zone. No residences shall be permitted within this buffer area. This buffer can be eliminated if the zoning on the adjacent property is changed to residential.
4.  All lots shall have off-street parking for at least four vehicles.
5.  All utilities, approved water systems, and approved sewer systems shall be installed and shall be approved by the agency with oversight.
6.  A paved path system must be created and maintained so that the system accesses each house and goes to all bus stops and any required park.
7.  The surface runoff plan shall be implemented.

**ALL REQUIRED IMPROVEMENTS (ANY REQUIRED IMPROVEMENTS SET FORTH IN THE ORDINANCE AND ANY IMPROVEMENTS REQUIRED AS A PART OF APPROVAL) MUST BE MADE WITHIN ONE YEAR OF FINAL APPROVAL:**

**If the improvements are not made upon the property within one year of final approval of the full plat then the County may use the bond or escrow account to make the improvements.**

# SECTION 7

## WHAT IS DEPICTED ON YOUR PRELIMINARY PLAT / FINAL PLAT

1.  Dedications to the public
2.  Deed restrictions
3.  Subdivision name
4.  Owner / subdivider name
5.  Engineer / surveyor name, address, phone number
6.  Location: township, range, section
7.  Legal description(s) of subdivision and lots of record
8.  Date of subdivision
9.  Reference to adjoining landowners and / or subdivisions and / or deed reference numbers
10.  Zoning designation / ordinance number approving zoning change / deed number of development agreement
11.  Existing rights-of-way / easements / roads with widths and names
12.  Proposed rights-of-way / easements / roads with widths and names
13.  Lot / block layout with numbering and dimensions (metes and bounds)
14.  Exterior boundary with dimensions (metes and bounds)
15.  Descriptions of survey monuments
16.  Points / ties to two government corners or two monuments recognized by a registered engineer or surveyor
17.  Acreage of lot(s) (less rights-of-way and easements)
18.  North arrow
19.  Scale – 1 inch = 50 feet, 100 feet, 200 feet, 400 feet, or 1200 feet
20.  Vicinity map – shows the relationship of proposal to the surrounding area within ½ mile
21.  Locations of pathways, trails, greenbelts
22.  Locations of public park
23.  Locations of existing and proposed utilities
24.  Certification / signature by registered engineer or surveyor who prepared the plat
25.  Certification / signature of owner
26.  Certification line / signature line of Highway District
27.  Certification line / signature line of Treasurer

28.  Certification line / signature line of chairman of the Board Of Latah County Commissioners
29.  Certification line / signature line of the Latah County Surveyor
30.  Certification line / signature line of the North Central District Health Department
31.  Proposed deed restrictions, covenants, development agreements
32.  Special development areas (Floodplain)
33.  Sanitary restrictions
34.  Areas restricted from development (greenbelts, floodplains)
35.  Adequate easements for watercourses, drainage ways, channels or streams as necessary
36.  Zoning designation / Ordinance number approving zoning change

## **50-1304. ESSENTIALS OF PLATS.**

All plats offered for record in any county shall be prepared in black opaque image upon stable base drafting film with a minimum base thickness of 0.003 inches, by either a photographic process using a silver image emulsion or by use of a black opaque drafting film ink, by mechanical or handwritten means. The drafting film and image thereon shall be waterproof, tear resistant, flexible, and capable of withstanding repeated handling, as well as providing archival permanence. If ink is used on drafting film, the ink surface shall be coated with a suitable substance to assure permanent legibility. The drafting film must be of a type which can be reproduced by either a photographic or diazo process. Plats shall be eighteen (18) inches by twenty-seven (27) inches in size, with a three and one-half (3 1/2) inch margin at the left end for binding and a one-half (1/2) inch margin on all other edges. No part of the drawing or certificates shall encroach upon the margins. Signatures shall be in reproducible black ink. The sheet or sheets which contain the drawing or diagram representing the survey of the subdivision shall be drawn at a scale suitable to insure the clarity of all lines, bearings and dimensions. In the event that any subdivision is of such magnitude that the drawing or diagram cannot be placed on a single sheet, serially numbered sheets shall be prepared and match lines shall be indicated on the drawing or diagram with appropriate references to other sheets. The required dedications, acknowledgements and certifications shall appear on any of the serially numbered sheets.

The plat shall show: (a) the streets and alleys, with widths and courses clearly shown; (b) each street named; (c) all lots numbered consecutively in each block, and each block lettered or numbered, provided, however, in a platted cemetery, that each block, section, district or division and each burial lot shall be designated by number or letter or name; (d) each and all lengths of the boundaries of each lot shall be shown, provided, however, in a platted cemetery, that lengths of the boundaries of each burial lot may be shown by appropriate legend; (e) the exterior boundaries shown by distance and bearing; (f) descriptions of survey monuments; (g) point of beginning with ties to at least two (2) public land survey corner monuments in one (1) or more of the sections containing the subdivision, or in lieu of public land survey corner monuments, to two (2) monuments recognized by the county surveyor; and also, if required by the city or county governing bodies, give coordinates based on the Idaho coordinate system; (h) the easements; (i) basis of bearings; and (j) subdivision name.

### **SECTION 8.03 FULL PLATS**

A full plat is the subdivision of a parcel of land into five or more lots. Full plats shall not be permitted in the Agriculture/Forest Zone. Except lots that qualify under Section 4.07 of this ordinance, no lot so created shall be less than the minimum lot size in each allowed zone, exclusive of easements, and may be required to be larger than the minimum lot size in the zone to accommodate wells, setbacks, septic systems, other required improvements, or the requirements of Section 8.03.01.8. Lots shall also meet the requirements set forth in any development agreement as per Section 6.01 of this ordinance.

#### **8.03.01 FULL PLAT APPLICATION**

Applications for full plat subdivisions must meet the following standards prior to consideration by the Zoning Commission:

1. Application for a full plat subdivision shall be made by the owner of the affected property. The completed application form, fee, and any other information required by the Planning Department shall be submitted to the Department prior to scheduling a public hearing.
2. Full plat subdivisions shall only be permitted in water and sewer districts as created under the provisions of Title 42, Chapter 32, Idaho Code or where services will be provided by a municipality. The applicant shall provide the Planning Department with written verification of approval by the majority of water and sewer district board members at a duly noticed public hearing of that district or a letter from the municipality that they will be receiving services with no contingencies. The approval shall explicitly state that the proposed

subdivision is presently within the water and sewer district or will be receiving services from the municipality and that the district or municipality has approved an agreement with the applicant to provide adequate water and sewer service to each lot being approved for development. The verification document and written agreement shall be submitted to the Planning Department with the application. Full plats with fewer than 10 lots that are greater than 5 acres each are not required to comply with this Section, but must comply with Section 8.02.01.3 and Section 8.02.01.6 of this ordinance.

3. No more than two lots in a full plat subdivision may have private driveway access to an existing highway district system road, unless additional lots are approved for private driveway access by the responsible highway district in the interest of public safety. The Board of Latah County Commissioners is not limited in its authority to require limits to access as part of the subdivision approval. All other lots in a full plat subdivision must have direct access to a new public road that has been accepted on the subdivision plat as a public road by the responsible highway district. No private driveways shall enter a state highway maintained by the Idaho Transportation Department. Written approval is required from the Idaho Transportation Department for any new public road maintained by the Idaho Transportation Department. The applicant shall provide a map showing the proposed lots, location of the new public road and all private driveway accesses. The applicant must obtain written approval of the responsible highway district verifying:
  - E. That the new public road has been accepted as part of the highway district's highway system:
  - F. That each lot has approved direct access to a public road; and
  - G. That the applicant, their successors and/ or assigns have agreed the highway district's conditions necessary to ensure proper construction and maintenance of all public road improvements.

All approval documents and agreements shall be submitted to the Planning Department with the application.

4. Full plat subdivisions shall be located within an existing fire district. The applicant shall provide the Planning Department with written verification of approval by the majority of fire district Commissioners at a duly noticed public hearing of that district. The approval shall explicitly state that the proposed full plat subdivision is within the fire district and that the district has approved an agreement with the applicant to provide adequate fire protection. The agreement shall specify any fire protection improvements that may be required by the district prior to issuance of building permits in the new subdivision. The verification document and written agreement shall be submitted to the Planning Department with the application.
5. The applicant shall provide to the Planning Department a verification document from the school district that the district will be able to accommodate the proposed subdivision with services.
6. The applicant shall provide to the Planning Department a verification document from the Latah County Sheriff that the Sheriff's Department will be able to accommodate the proposed subdivision with services.
7. All utility services shall be provided through underground utility easements shown on the plat.
8. Each proposed lot shall have a building site outside of a designated flood hazard area. The plat must include a development restriction prohibiting the placement of any residences, accessory buildings, wells or sewage disposal systems within the designated flood hazard area.

#### 8.03.02 STANDARDS FOR FULL PLAT SUBDIVISIONS

To ensure public safety and comply with the provisions of the Latah County Comprehensive Plan, and in addition to any other applicable provision of this ordinance, full plats approved in accordance with Section 8.03.01 of this ordinance shall meet the following standards:

1. Prior to the final plat being signed by the Board of Latah County Commissioners and prior to any improvements being made upon the property:
  - A. A surface drainage and runoff plan, submitted by a professional engineer licensed in the State of Idaho, shall certify that the subdivision, when developed in accordance with the engineered plan, will not permit any surface drainage or runoff which exceeds the drainage or runoff from the site prior to subdivision approval.
  - B. The applicant shall provide a financial guarantee, bond or escrow account, in an amount approved by the Board of Latah County Commissioners. The applicant shall provide an amount recommended by a professional engineer licensed in the State of Idaho for the needed drainage control improvements, road work, utilities, and bike paths or sidewalks.
  - C. No gated communities will be allowed.
  - D. For all full plats with lots smaller than or equal to two acres in size, land shall be dedicated to the County, free of all liens and encumbrances, prior to the signing of the final plat, in order that adequate sites for public parks may be properly located and preserved as the County develops. The amount of land dedicated shall be in the amount of 5% of the total land in the plat not to exceed 10 acres. All lands designated for parks shall be approved by the Latah County Parks and Recreation Department.
2. Prior to the issuance of any building permits within the subdivision:
  - A. The plat prepared in accordance with the specifications of Title 50, Chapter 13, Idaho Code and the requirements of this ordinance shall be recorded by the applicant or applicant's authorized agent within one year of the effective date for full plat approval. Plat approval expires if the applicant fails to record the plat as specified; the applicant must then reapply for a full plat.
  - B. All lots in a plat shall have a minimum of a 100 foot greenbelt buffer between the plat and a non-residential zone. No residences shall be permitted within this buffer area. This buffer can be eliminated if the zoning on the adjacent property is changed to residential.
  - C. All roads shall be built to the current highway district road standards and shall be subject to highway district use standards and regulations.
  - D. All lots shall have off-street parking for at least four vehicles.
  - E. All utilities, approved water systems, and approved sewer systems shall be installed and shall be approved by the agency with oversight.
  - F. A paved path system must be created and maintained so that the system accesses each house and goes to all bus stops and any required park.
  - G. The surface runoff plan shall be implemented.
  - H. If the improvements are not made upon the property within one year of final approval of the full plat then the County may use the bond or escrow account to make the improvements.

#### 8.03.03 PUBLIC HEARINGS AND PROCEDURES

1. A public hearing before the Zoning Commission shall be held on each complete application received by the Planning Department within six months of receiving the complete application. In the event that the applicant does not want a hearing to be held within this six month period, at the end of the six month period the

application will be returned to the applicant, with a refund of 80% of the application fee if the hearing has not been noticed. The applicant can withdraw an application at any time, with a refund of 80% of the application fee if the hearing has not been noticed.

2. Notice for the public hearing shall be given as set forth in Idaho Code Section 67-6512(b), or when notice is required to 200 or more property owners notice shall be given as set forth in Section 6.02.01 of this ordinance.
3. The Zoning Commission shall determine whether the proposal conforms to the full plat criteria set forth in Section 8.03. Based on its determination, the Zoning Commission shall issue a preliminary approval or denial of the application for the full plat. The Zoning Commission shall require a written agreement to ensure that the criteria set forth in Section 8.03.02.2 shall be met. The written agreement shall, for any improvements, include costs for any improvements as determined by a professional engineer licensed in the State of Idaho, and the applicant shall provide a financial guarantee for such improvements in the form of a bond or escrow account.
4. The Zoning Commission shall announce its decision and approve findings of fact and conclusions of law within 40 days of closing the public hearing. If the Zoning Commission denies the application, that decision shall be considered final and it may be appealed as per Section 1.02.18 of this ordinance.
5. If the Zoning Commission approves the application, the application shall be forwarded to the Board of Latah County Commissioners. The Board of Latah County Commissioners may either approve or deny the application. If the Board of Latah County Commissioners denies the application, the Board shall adopt written findings of fact and conclusions of law setting fourth the basis for the denial.
6. After the Board of Latah County Commissioners approves the application, the applicant shall have one year from the expiration date of the appeal period to complete and record the plat, in accordance with Title 50, Chapter 13, Idaho Code, the requirements set forth in Section 8.03.02.1 of this ordinance, and any relevant provisions of the written agreement set forth in Section 8.03.03.3 of this ordinance.
7. Once the applicant has completed the plat as set forth above and provided notice of completed plat to the Planning Department and the Latah County Surveyor, the Planning Department shall verify the compliance of this plat and then forward it to the Board of Latah County Commissioners. The Board of Latah County Commissioners shall then ensure the requirements of Title 50, Chapter 13, Idaho Code are met, the applicant has complied with and completed the requirements set forth in Section 8.03.02.1 of this ordinance and any relevant provision of the written agreement set forth in Section 8.03.03.3 of this ordinance, and then shall sign the plat. After the Board of Latah County Commissioners signs the plat, the applicant shall record the plat in the Latah County Recorder's Office. Plat approval shall expire if the applicant fails to record the plat; the applicant must then reapply for a full plat.

#### 8.03.04 FULL PLAT CRITERIA

A full plat shall be approved if the Zoning Commission finds that the proposed full plat meets each of the following criteria:

1. The proposed subdivision will not be detrimental to the public interest or other property in the vicinity of the proposed full plat.
2. The proposed subdivision will not require facilities or services with excessive costs to the public.
3. The proposed subdivision is not in conflict with the goals and policies of the Comprehensive Plan.
4. The proposed subdivision has met the applicable requirements of Section 8.03 of this ordinance and Title 50, Chapter 13, Idaho Code.