



# APPLICATION FOR LAND DIVISION IN THE AG/FOREST ZONE

**Instructions**

Please complete the application and required attachments. Incomplete applications or applications without all required attachments will not be accepted.

Please submit to: *Latah County Department of Planning & Building*  
*Latah County Courthouse 522 S Adams, Room 205, 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

**2. General Site Information**

A. Assessor's Parcel Number(s)			B. Parcel Address (If Applicable)		
C. Acreage of Existing Parcel	D. Number of New Parcel(s)	E. Acreage of New Parcel(s)		F. Floodplain Designation(s)	G. FEMA Panel #
H. Is the parcel within an Area of City Impact? <input type="checkbox"/> Yes. <input type="checkbox"/> No.		I. Is the parcel a product of a previous land division, or has this parcel been divided previously? <input type="checkbox"/> Yes. <input type="checkbox"/> No.		J. Sewage Disposal (i.e. Sewer District or Septic System)	
K. Existing Uses				L. Source of Potable Water (i.e. Water District or Private Well)	

**3. Access Information**

A. Road Used to Access Site	B. Road District	C. Shared Driveway? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
D. Does each new parcel: <input type="checkbox"/> border a public road, <input type="checkbox"/> have a recorded 25' easement to the nearest public road or <input type="checkbox"/> both?		

**4. Required Items**

<input type="checkbox"/> <b>A. Compliance Meeting</b> Compliance meeting with planner prior to selection of building site locations  All buildings sites must meet the criteria set forth in Section 8.01 of the Latah County Land Use Ordinance. <input type="checkbox"/> <b>B. Site Plan of All Parcels</b> Size, dimension, and location of each parcel  <input type="checkbox"/> <b>C. Parcel Plan -for each Parcel(s)</b> Size, dimension and location of each building site The potential or actual location and plans: <input type="checkbox"/> Wells/water system <input type="checkbox"/> Septic systems <input type="checkbox"/> Residences <input type="checkbox"/> Setbacks <input type="checkbox"/> Other structures <input type="checkbox"/> Easements <input type="checkbox"/> Driveways	<input type="checkbox"/> <b>D. Driveway map- REQUIRED:</b> Shared driveways, unless unfeasible; 20 foot of graveled surface on shared; no entry onto state highways unless no other option; when only option – single access point onto state highways – if impossible a variance for multiple access points onto state highways)  <input type="checkbox"/> 25 foot recorded easement when necessary <input type="checkbox"/> Location, length and width of each driveway  <input type="checkbox"/> Access point locations (approvals for each access point for the number of parcels it serves)  <input type="checkbox"/> <b>Fee: (\$250.00 for the first division and \$50 for any additional divisions) Make checks payable to Latah County.</b>
--	--

*Note: If you would like to modify the Parcel Plan in Section B or C. at a later time, it will require a compliance meeting with staff at that time. New Site or Parcel Plans may require the submittal of new acknowledgment forms, depending on the changes requested.*

**Receipt of this application by the Planning Department does not constitute tentative approval. An application will not be given tentative approval until it has been reviewed for completeness and eligibility. Upon determination of completeness and eligibility, the applicant will be contacted to obtain signatures on the required acknowledgment forms. Final approval will only be indicated by letter from the Planning Department.**

**6. Authorization**

**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.**

a. Signature of Applicant	b. Date	c. Signature of Property Owner (If Different than Applicant)	d. Date
---------------------------	---------	--	---------

**Office Use Only**

Date Received		Applicant will receive acknowledgement forms along with letter of tentative approval.	
LD#	Amount	<input type="checkbox"/> ITD acknowledgment form <b>OR</b> <input type="checkbox"/> Highway District acknowledgment form <input type="checkbox"/> North Central District Health Department acknowledgment form <input type="checkbox"/> Latah County Surveyor acknowledgment form <input type="checkbox"/> Recorded easement (if necessary)	
Receipt No.	By		
Date Determined Technically Complete	By		