



Application for Subdivision – Short Plat

Instructions
 Please complete the application and required attachments. Incomplete applications or applications without all required attachments will not be accepted. Please type or print plainly with dark ink. Please submit to:
Department of Planning & Building - Latah County Courthouse, P.O. Box 8068, 522 S. Adams, Moscow, ID 83843

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 / Frontage Road(s)		D. Floodplain Designation(s)	E. FEMA Panel #

3. Subdivision Information

A. Current Zoning District(s) <input type="checkbox"/> Rural Residential 1-acre Minimum (RR-1/RR) <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"/> 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"/> Multiple Family Residential (RM) <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Area of Impact: City	
B. Gross Area 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: _____

4. 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. This application is acknowledgement by the applicant that the proposed subdivision will comply with all relevant provisions of the Latah County Land Use Ordinance.

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

6. Other Plat Requirements

In addition to the above requirements and the requirements of Title 50, Chapter 13 Idaho Code, all lots in short plats must:

Regardless of minimum lots sizes in its zoning designation, each lot shall be sized so it will accommodate the well, all regulatory setbacks, the septic system, a residence, any other relevant structures, and such that it will be in compliance with Section 8.02.01.4 of the ordinance.

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.

Each lot shall have at least 25 feet of frontage on a public road.

No short plat may include new public roads or shared private driveways, unless required and approved in writing by the responsible highway district in the interest of public safety. In the event that one of these is approved, each lot must have at least 50 feet of frontage onto one 50 foot wide easement that is a shared private driveway that accesses a public road. This easement or public road must be shown on the plat.

In addition to meeting the requirements of Section 9.01.02.4, all shared private driveways in a short plat shall have 20 feet of graveled surface. The shared private driveway meeting the previous requirements shall be built to completion prior to issuance of any building permit for said short plat.

No short plat may include driveways entering directly onto state highways maintained by the Idaho Transportation Department.

Once preliminary approval has been given by the Planning Department, 2 copies of the final plat meeting all of the code requirements & the requirements of Title 50, Chapter 13, Idaho Code must be submitted to the Planning Department prior to any signatures being listed on the plat. **A fee of an additional \$250.00 must be paid to the County Surveyor at this time.** The Planning Department will conduct their final review and forward one copy of the plat to the County Surveyor for review. You will be contacted once the final review has been completed to be notified of any required changes or to tell you that you can gather signatures.

5. Preliminary Attachments

- Fee: (\$500) Make checks payable to Latah County.
- Written Description of Proposed Development
- Acknowledgement Forms from the Fire District, Sheriff, School District (attached)
- 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.
- Written approval for each lot for access by the appropriate highway district; and, if approved, letter from highway district allowing a shared driveway in the interest of public safety .
- Plans for a water system or a statement that individual wells will be used
- Preliminary Plat Map – see attachment for required inclusions on map
- Driveway Map – see attachment for required inclusions on map
- Map that includes the potential location of the wells, septic systems, residences, other structures, and regulatory setbacks overlaying the preliminary plat map.
- Floodplain map overlaying the preliminary plat map (if any floodplain is on the subject parcel)

Office Use Only

Date Received by County	Fee Amount	Receipt No.	By
SP#	Technically Complete Date		By

DO NOT GATHER SIGNATURES ON YOUR MILAR COPY UNTIL YOUR FINAL PLAT HAS BEEN REVIEWED AND APPROVED BY THE COUNTY!

WHAT SHOULD BE DEPICTED ON YOUR PRELIMINARY PLAT –SHORT PLAT

- Subdivision Name
- Owner / Subdivider Name
- Engineer / Surveyor Name, Address, Phone Number
- Location: Township, Range, Section
- Legal Description(s) of Subdivision and Lots of Record
- Date of Subdivision
- Reference to Adjoining Landowners and / or Subdivisions and / or Deed Reference Numbers
- Existing Rights-Of-Way / Easements with Widths and Names
- Proposed Rights-Of-Way / Easements with Widths and Names
- Exterior Boundary with Dimensions (Metes and Bounds)
- Descriptions of Survey Monuments
- Points / Ties to Two Government Corners or Two Monuments Recognized by a Registered Engineer or Surveyor
- Acreage of Lot(s) (Less Rights-Of-Way, Easements, Utility Easements, Other Dedications)
- North Arrow
- Scale – 1 Inch = 50 Feet, 100 Feet, 200 Feet, 400 Feet, or 1200 Feet
- Contour Lines at 10' intervals
- Vicinity Map – Shows the Relationship of Proposal to the Surrounding Area within ½ Mile
- Proposed Deed Restrictions, Covenants
- Development Agreements
- Special Development Areas (Floodplain)
- Adequate Easements for Watercourses, Drainage Ways, Channels or Streams As Necessary
- Certification / Signature by Registered Engineer or Surveyor who Prepared the Plat
- Certification / Signature of Owner
- Certification / Signature of Highway District
- Certification / Signature of Treasurer
- Certification / Signature of Chairman of the Board of Latah County Commissioners
- Certification / Signature of the Latah County Surveyor
- Certification / Signature of the North Central District Health Department

WHAT SHOULD BE DEPICTED ON YOUR DRIVEWAY MAP

- Location of each driveway
- Location of access points off of the public road
- Location of turn-outs
- Location of turn-arounds
- Graveled width of driveway surfaces
- Turning radiuses for all curves
- Locations of sight obstructions
- Cut and fill slopes with grade and heights
- Locations of stream crossings
- Locations of waterbars
- Grades at all points along driveways
- Length of each driveway

LATAH COUNTY ACKNOWLEDGEMENT FORM FOR FIRE DISTRICT SHORT PLAT - 4 OR FEWER LOTS

THE _____ FIRE DISTRICT ACKNOWLEDGES THE
_____ SHORT PLAT CONSISTING OF _____ LOTS

The service requirements for the proposed short plat **will not** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

The service requirements for the proposed short plat **will** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

SIGNED: _____

TITLE: _____

DATE: _____

THE FOLLOWING DRIVEWAY INFORMATION SHALL BE ATTACHED BY THE APPLICANT FOR REVIEW BY THE PLANNING DEPARTMENT AND THE FIRE DISTRICT:

- Access approval for each lot from the appropriate highway district
- A map of location of each driveway on and to each lot, including turn outs, turn arounds, graveled widths, turning radiuses for all curves, site obstructions, cut and fill slopes with grade and heights, locations of stream crossings, locations of waterbars, grades at all points along driveways, and approach for each lot.
- Length of each driveway: _____
- Have a graveled width of at least 10 feet
- Have a graveled width of at least 20 feet

LATAH COUNTY ACKNOWLEDGEMENT FORM FOR SHERIFF

SHORT PLAT - 4 OR FEWER LOTS

THE LATAH COUNTY SHERIFF'S DEPARTMENT ACKNOWLEDGES FOR

_____ SHORT PLAT CONSISTING OF _____ LOTS:

The service requirements for the proposed short plat **will not** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

The service requirements for the proposed short plat **will** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

SIGNED: _____

TITLE: _____

DATE: _____

**LATAH COUNTY ACKNOWLEDGEMENT
FORM FOR SCHOOL DISTRICT
SHORT PLAT - 4 OR FEWER LOTS**

THE _____ SCHOOL DISTRICT ACKNOWLEDGES FOR
_____ SHORT PLAT CONSISTING OF _____ LOTS:

The service requirements for the proposed short plat **will not** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

The service requirements for the proposed short plat **will** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

SIGNED: _____

TITLE: _____

DATE: _____

LATAH COUNTY ACKNOWLEDGEMENT FORM FOR NORTH LATAH COUNTY HIGHWAY DISTRICT

SHORT PLAT - 4 OR FEWER LOTS

THE NORTH LATAH COUNTY HIGHWAY DISTRICT ACKNOWLEDGES THE
_____ SHORT PLAT CONSISTING OF _____

LOTS:

Approvals:

The service requirements for the proposed short plat **will not** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

A shared driveway, as shown on the plat map, **is** required and approved in the interest of public safety **OR**

A shared driveway, as shown on the plat map, **is not** allowed in the interest of public safety. Access approval for each lot, as shown on the plat map, **is** granted.

Denials:

The service requirements for the proposed short plat **will** have an adverse effect upon existing service capabilities or finances of the jurisdiction.

Access approval for each lot, as shown on the plat map, **is not** granted and a shared driveway is not allowed.

COMMENTS:

SIGNED: _____

TITLE: _____

DATE: _____

SECTION 8.02 SHORT PLATS

A short plat is the division of a parcel of land into four or fewer lots. Division of a parcel previously divided by short plat shall not be permitted if the total number of lots created from the original short plat plus any new short plat exceeds four lots, except by application for a full plat. Short 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, or the requirements of Section 8.02.01.4. Lots shall also meet the requirements set forth in any development agreement as per Section 6.01 of this ordinance.

8.02.01 PRELIMINARY SHORT PLAT APPROVAL

The Planning Department shall approve short plats meeting the following criteria:

1. Submittal of a completed application form and fee shall be made by the owner of the affected property.
2. Written and signed acknowledgment from the fire district, Latah County Sheriff, and school district serving the affected parcel stating that the service requirements for the proposed short plat will not have an adverse effect upon existing service capabilities or finances of the jurisdiction.
3. 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.
4. 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.
5. Each lot shall have at least 25 feet of frontage on a public road or at least 50 feet of frontage onto one 50 foot easement that is a shared private driveway that accesses a public road. Each access onto the public road must be approved in writing by the jurisdiction maintaining the public road. No short plat may include new public roads or shared private driveways, unless required and approved in writing by the responsible highway district in the interest of public safety. As part of a development agreement via the rezone, the Board of Latah County Commissioners can require the private driveway be built to highway district standards for a public road. In addition to meeting the requirements of Section 9.01.02.4, all shared private driveways in a short plat shall have 20 feet of graveled surface. The shared private driveway meeting the previous requirements shall be built to completion prior to issuance of any building permit for said short plat. No short plat may include driveways entering directly onto state highways maintained by the Idaho Transportation Department.

6. Plans for a water system or a statement that individual wells will be used shall be submitted to the Planning Department by the applicant.
7. The applicant shall provide to the Planning Department a map with each lot in the short plat drawn to scale that shows the size and dimensions of each lot and the potential location of the wells, septic systems, residences, other structures, easements, and regulatory setbacks. Regardless of minimum lots sizes in its zoning designation, each lot shall be sized so it will accommodate the well, all regulatory setbacks, the septic system, a residence, any other relevant structures, and such that it will be in compliance with Section 8.02.01.4 of this ordinance.
8. Submittal to the Planning Department of the plat prepared in accordance with the specifications of Title 50, Chapter 13, Idaho Code.

All lots, buildings, improvements, and driveways located in an approved short plat shall comply with Section 9.01 of this ordinance. Failure to comply with these design standards will make the affected lots ineligible for building permits.

8.02.03 FINAL SHORT PLAT APPROVAL

Upon written approval of the short plat by the Planning Department, but not prior to the expiration of the appeal period of the Land Use Board of Appeals, the applicant shall, in the following order:

1. Submit the application to the Latah County Surveyor for review and approval;
2. Gather all signatures as required on the plat and by Title 50, Chapter 13, Idaho Code, under the guidance of the Latah County Surveyor; and
3. Record the plat in the Latah County Recorder's Office under the guidance of the Latah County Surveyor and according to Title 50, Chapter 13, Idaho Code. The applicant shall record the plat within one year of approval by the Planning Department. If the applicant fails to record the plat within one year of approval, the short plat application shall expire and the applicant shall resubmit a completed application form and fee that shall be made by the owner of the affected property and shall provide new approvals as set forth in Sections 8.02.01.2, 8.02.01.3, and 8.02.01.5 to the Planning Department.