



MINOR SUBDIVISION APPLICATION

A minor subdivision is a division of a lot, tract or parcel into four or fewer lots, and proposing no new streets, extensions to existing streets, and where infrastructure is in place or available.
(For additional information on this process and requirements please see PFMC 17.04)

APPLICANT INFORMATION: **APPLICATION FEE: \$1000.00**

Name: _____ Phone: _____ Fax: _____
Signature: _____ Date: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

OWNER INFORMATION:

Name: _____ Phone: _____ Fax: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

APPLICANT STATUS: Owner: _____ Agent: _____ Tenant: _____ Contract Buyer: _____

ENGINEER: _____ **SURVEYOR:** _____ **PLANNER:** _____ **OTHER:** _____ (specify)

Name: _____ Phone: _____ Fax: _____
Signature: _____ Date: _____
Street Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____

MINOR SUBDIVISION INFORMATION:

Proposed Subdivision Name: _____
General Location or Address if Available: _____
Legal Description (Attach or Describe): _____
Description of Project: _____
Existing Zoning: _____ Adjacent Zoning: _____
Current Land Use: _____ Adjacent Land Uses: _____
Size of Site: _____ Average Lot Size: _____
Number of Lots: _____ Density: _____

PROPERTY INFORMATION:

Assessor's Parcel Number(s): _____

Comprehensive Plan Designation: _____

Location of Proposed Access to the Site: _____

Size & Point of Utilities Connection: Water Size: _____ Location: _____

Sewer Size: _____ Location: _____

Name and Location of Nearest School(s): _____

Location of and Distance to Nearest Fire Station or Sub-Station: _____

Street(s) serving the Project (provide R-O-W and pavement width): _____

Physical Description of Site (Topography, Cover, Features): _____

Any Physical Limitations? (Rock Outcrops, Slope, Etc.): No _____ Yes _____ (Please attach description)

CERTIFICATION: I understand that the applicant or representative shall attend a meeting with staff and that the decision made by the Administrator on a Minor Subdivision is final; unless appealed by myself, by adjoining property owners, or by the affected persons. I also understand that the Plat must be approved by the City Council before it can be recorded. All the information, statements, attachments and exhibits transmitted here with are true to the best of my knowledge. I hereby certify that I am the owner or contract buyer of the property upon which the subdivision is to be located, or that I have been vested with the authority to act as agent for the owner or contract buyer.

Dated this _____ Day of _____, 20 _____

Signature: _____ Print Name: _____

MINOR SUBDIVISION CHECKLIST: (to be completed by Staff)

<u>YES</u>	<u>NO</u>	Plans checked by: _____	Date: _____
_____	_____	Completed Minor Subdivision Application	
_____	_____	Application Fee per most recently adopted Fee Resolution	
_____	_____	A narrative statement describing the proposal	
_____	_____	Subdivision plans (specific elements are identified in PFMC 17.12.040)	
_____	_____	Authorization Letter (if applicant is other than property owner/contract buyer)	
_____	_____	A certificate, by a Title Company licensed in the State of Idaho, as to ownership of record and any interest of record in the subject property and a list of property owners of record adjacent to the external boundaries of the proposed development.	
_____	_____	A \$5.00 fee, per adjacent property owner receiving notice of the minor subdivision review, will also be required prior to processing the request.	