



SUBDIVISION APPLICATION

A subdivision is any division of a lot, tract or parcel into two or more lots and accompanied by proposed new streets or extension of existing streets, municipal sewer and water services.

(For additional information on this process and requirements please see PFMC 17.04)

APPLICANT INFORMATION:**APPLICATION FEE: \$2500.00 plus \$50.00 per lot**

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: _____

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 the public hearing before the Planning and Zoning Commission and City Council, and that the decision made by the City Council of Post Falls on a Subdivision is final; unless appealed by myself, by adjoining property owners, or by other affected persons. I also understand that the Subdivision Plat must be approved by the City Council before it can be recorded. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge. I hereby certify that I am the owner or contract buyer.

DATED this _____ Day of _____, 20 _____

Signature: _____ Print Name: _____

SUBDIVISION CHECKLIST:

YES **NO** **Plans checked by:** _____ **Date:** _____

_____ _____ Completed 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 within 300 feet of the external boundaries of the proposed development.

_____ _____ The Planning Department will mail an invoice to the applicant for the public hearing mailing fees; these fees must be paid before the application is placed on the agenda.