



MINOR SUBDIVISION APPLICATION

PFMC 17.04

Public Services Department – Planning Division
 408 N. Spokane St. Post Falls, ID 83854
 208.773.8708 Fax: 208.773.2505

STAFF USE ONLY			Project#: _____
Date Submitted: _____	Received by: _____	Fee paid: _____	Permit#: _____

PART 1 – REQUIRED MATERIAL

THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

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 & 17.12.050)*

- Completed Application Form**
- Application Fee:** *(per most recently adopted fee resolution)*
- A written narrative:** Describe the project in full detail.
- Subdivision plans:** Provide specific elements as identified in PFMC 17 & 17.12.050
- A legal description:** in MS Word compatible format.
- A report(s) by an Idaho licensed Title Company:** showing ownership of record, any interest of record, and a list of property owners of record adjacent to the external boundaries of the proposed development.
- Notification:** A mailing fee of \$6.00 per adjacent property owner receiving notice of the minor subdivision review will be required prior to processing the request.
- Owner authorization:** If there is to be an applicant or consultant acting on the owner's behalf.

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:
APPLICANT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

APPLICATION INFORMATION:

PROPOSED MINOR SUBDIVISION NAME:		
PROPERTY GENERAL LOCATION OR ADDRESS:		
PROPERTY LEGAL DESCRIPTION (ATTACH OR DESCRIBE):		
TAX PARCEL #:	EXISTING ZONING:	ADJACENT ZONING:
AVERAGE LOT SIZE:	NUMBER OF LOTS:	ADJACENT LAND USE:
SIZE OF SITE:	CURRENT LAND USE:	
DESCRIPTION OF PROJECT/ REASON FOR REQUEST:		

PART 3 – CERTIFICATION

The applicant (or representative) understand that I 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 statements, attachments and exhibits transmitted herewith are true to the best of my knowledge. I hereby certify that 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 contact buyer.

I (We) the undersigned do hereby make petition for a minor subdivision of the property described in this petition, and do certify that we have provided accurate information as required by this petition form, to the best of my (our) ability.

DATED THIS _____ DAY OF _____ 20_____

Signature: _____

Print Name: _____
