PLANNING & ZONING ADMINISTRATION
700 Bank Street, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 556-5135

SUBDIVISIONS

Prior to accepting the Subdivision application, the applicant must provide the following information and address the issues listed below.

1. Subdivision Application, completed with applicable attachments (See 10-4-4-1, and 10-4-4-2 a-n) and applicable fees.

2. A Preliminary Plat meeting the requirements listed in Shoshone County Subdivision Ordinance #139 (10-4-4-2) and drawn at a standard engineering or architectural scale, showing topography at five (5) foot intervals (If slopes are greater than 15%); location and type of recreational, residential, commercial and industrial land uses; layout dimensions, and names of existing and proposed streets; right-of-ways; dimensions of lots and building setback lines; proposed improvements of access roads and driveways, water, sewer, stormwater drainage, electricity, telephone and natural gas; and such other characteristics as the Commission deems necessary.

3. Proposed schedule for the development of the site.

4. Evidence that the applicant has sufficient control over the land in question to initiate the proposed development. A Letter of Authorization (Notarized) from Property Owner(s), granting the Applicant/Representative ability to act on their behalf, and/or, if there are multiple owners, a Consent to Divide Authorization form from each owner. (Notarized)

5. The application shall be accompanied by a written statement by the developer setting forth reason why, in his or her opinion, the subdivision would be in the public interest.

Following are the minimum issues that need to be addressed (Idaho Code 67-6518):

- Access to hospitals, fire service, and police Protection, (i.e. Emergency access routes)
- Access to streams, lakes, viewpoints, or proposed community open space areas.
- Covenants to prevent negative visual impact
- Easements for public utilities
- Lot & Block numbers
- Lighting
- Parking
- Riparian buffer zone
- Roadways, streets, lanes and driveway locations etc.
- Sewer systems
- Water systems
- Storm drainage systems
- Street names
- Trees
- Signs
- Yard, courts, greenbelts, planting strips, parks and other open spaces

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APPLICANT ATTACHMENTS:

- Preliminary Plat (sketch or drawing, drawn to a typical scale) – 1 copy 18" X 22" or larger
- 1 copy of Preliminary Plat - 8 ½" X 11" or 11"x 17"
- 5' Contour Map (Where land slope is Greater than 15%)
- Narrative Describing: (See 10-4-4-2-A) proposal in detail, physical features of property, analysis of environmental and surrounding community impacts, proposed actions to mitigate said impacts, and any historical or geological significance of the property
- Adjacent Property Owner's mailing list & Affidavit (300' APO Package, See Attached)
- Pictures of site
- Assessor's Plat Map
- Vicinity Map
- Proof of ownership (Current Title Report: Max. 30 days)
- Letter of Authorization from Property Owner to Applicant/Representative granting ability to act on their behalf. (Notarized) and/or if there are multiple owners, a Consent to Divide Authorization form. (Notarized)
- Covenants, Conditions & Restrictions (If required a Draft version must submitted with application)
- Conceptual Access Road & Driveway Plan (Show applicable easements and rights of way)
- Conceptual Sewer, Water & Utility Plan (Show applicable easements)
- Conceptual Stormwater & Erosion Control Plan
- County Surveyor: Preliminary Plat Package (See Attached)

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APPLICATION FOR SUBDIVISION

FILE NUMBER: _____ DATE ACCEPTED: _____ FEES: _____

	PRELIMINARY PLAT		FINAL PLAT		MINOR		MAJOR

APPLICANT NAME: _____ PHONE: _____

APPLICANT ADDRESS: _____

OWNER NAME: _____ PHONE: _____

OWNER ADDRESS: _____

ENGINEER/SURVEYOR: _____ PHONE: _____

ENGINEER/SURVEYOR ADDRESS: _____

NUMBER OF ACRES: _____ NUMBER OF LOTS: _____

AVERAGE LOT SIZE: _____ AVERAGE SLOPE: _____

LEGAL DESCRIPTION (Attach if Necessary): SEC: _____ TWP: _____ RNG: _____

Parcel #: _____

GENERAL LOCATION & DIRECTION TO THE SITE (Be specific): _____

ZONING: _____ COMP. PLAN DESIGNATION: _____

ROADS PROPOSED IN THE DEVELOPMENT WILL BE: ☐ Public ☐ Private

PRIVATE ROADS WILL BE MAINTAINED BY: _____

SEWAGE DISPOSAL: _____ POLICE PROTECTION: _____

WATER SUPPLY: _____ FIRE PROTECTION: _____

POWER SERVICE: _____ SCHOOL DISTRICT: _____

PRESENT LAND USE: _____

PROPOSED LAND USE: _____

SURROUNDING LAND USE: _____

I understand the application process is subject to acceptance by the Shoshone County Planning Administrator. I understand that the hearing dates or public comment periods are tentative and subject to the number of applications received; therefore, staff will determine the number of applications to be placed on the next available agenda. All the information, statements, attachments, and exhibits transmitted herewith are true to the best of my knowledge.

SIGNATURE: _____ DATE: _____

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PUBLIC HEARING PROCEDURES

1. Applicant Presentation – 20 minute limit

2. Planning Administrator Staff Evaluation

3. Written Testimony

4. Testimony by Supporters – 5 minute limit

5. Comments by Neutrals – 5 minute limit

6. Testimony by Opponents – 5 minute limit

7. Rebuttal by Applicant
   - Response only to adverse comments
   - No new evidence
   - New information re-opens public comment

8. Public Hearing Closed

9. Commission Deliberation
   - Each commission member's thoughts and concerns
   - Discussion of application

10. Commission Motion
    - Approve as presented
    - Approve with conditions
    - Continuation
    - Denied

Appeal Procedures:

Within 15 days of the Commissions decision any applicant or affected person who appeared in person or in writing before the Planning & Zoning Commission may appeal the decision to the Board of County Commissioners. The appeal is submitted in writing accompanied with the appropriate fee.

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SCHEDULE OF FEES, CHARGES & EXPENSES

MINOR Subdivision* ** ***	Preliminary Plat - $750	Final Plat - $25 per lot (1-4 Lots) $50 per lot (5-9 Lots)
MAJOR Subdivision* ** ***	Preliminary Plat - $750	Final Plat - $100 per lot + $150 Administration of Financial & Warranty Guarantee

SUBDIVISION EXEMPTION REQUEST - $35.00 hr administrative review

Planned Unit Development* ** *** Preliminary Plat - $750

RESIDENTIAL Conditional Use Permit** ***.....$250

COMMERCIAL Conditional Use Permit** ***.....$400

Zone Change to a Residential District** ***.....$500

Zone Change in/to Commercial** ***.....$750 + $250 Development Agreement

Variance** ***.....$300

Amended Subdivision – Replat*.....$250

Vacation of Plat.....$100

Appeals** ***.....$100

Sketch Plan Review/Site Visit/Inspection.....$65/hr

Floodplain Development Permit.....$65

Site Disturbance Permit.....$35/hr application review +
$65/hr site visit - inspection

Addressing Fee.....$15

*County Surveyor Review .....Actual Cost, Deposit: Minor Subdivision $100, Major Subdivision $200

**Advertising.....Actual Cost

***Postage for mailings.....Actual Cost

COPIED MATERIAL

Comprehensive Plan	Pick-up $5.50	Mailed $8.50
Subdivision Regulations	Pick-up $5.50	Mailed $8.50
Zoning Regulations	Pick-up $7.50	Mailed $10.50

7/14/10

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CONSENT FOR REPRESENTATION

Owner(s) Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone(s): _____ _____

_____ hereby authorizes _____
(name of property owner) (name of representative)

to act on their behalf.

Parcel(s) # _____, _____, _____

Addressed as: _____

Type of Application: _____ Date: _____

As owner(s) of the above listed property I/we acknowledge and consent to the representation of land in the manner described in the application.

Signature(s) _____

_____

_____

Subscribed and Sworn to before me this _____ day of _____ 20____

_____

Notary Public in and for the State of _____

Residing at _____

My Commission Expires: _____

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CONSENT TO SUBDIVIDE LAND

Date: _____

Owner(s) Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone(s): _____ _____

Parcel(s) # _____, _____, _____

Size: _____ acres, # of proposed lots: _____

As owner(s) of the above listed property I/we acknowledge and consent to the division(s) of land in the manner described in the application.

Signature(s) _____

_____

_____

_____

Subscribed and Sworn to before me this _____day of _____ 20____

_____

Notary Public in and for the State of _____

Residing at _____

My Commission Expires: _____

PLANNING & ZONING ADMINISTRATION
700 Bank Street, Wallace, ID 83873-2348 Phone: (208) 752-8891 Fax: (208) 753-1011

REQUIRED NOTICE MATERIALS TO SUBMIT FOR PUBLIC NOTICE

ADJACENT PROPERTY OWNERS (APO) MAILING LIST

As part of your application, please submit the following materials to the Shoshone County Planning Administration.

ASSESSOR'S MAP(S) - The Section or Township map that shows your project parcel and all surrounding parcels that are within 300 feet of the boundaries of the subject parcel. If you, or your Agent, have ownership in any parcel that abuts a boundary of the project parcel, the 300 foot requirement has to be determined by beginning at the outermost boundary of your abutting parcel. Distinctly identify your project site by outlining or highlighting it in color.

You can obtain copies of the number of maps you need at the Assessor's Office, Shoshone County Courthouse. Depending on the location of your project, you may need more than one Section map: the Assessor's Office staff can assist you.

OWNER/ADDRESS LIST - Using the information from the Assessor's map(s), prepare a list of the names and addresses of the owners of the surrounding parcels that have been identified in the paragraph above (Note: Variance applications require notification of bordering property ownership's only. All other applications require notification of all property ownership's within 300 feet).

Adjacent Property Ownership information packages can be obtained from a Title Company. If you submit property ownership information obtained from a Title Company, it must bear the date of preparation. If you do your own research to obtain the ownership information from the Assessor's Office, please fill out the following affidavit and include this page along with the map materials that you are submitting to the Planning Administration.

"I hereby certify, under penalty of perjury, that the owner/address information submitted to the Planning Administration was researched at the Shoshone County Assessor's Office on _____, 20___, and that it is true and correct to the best of my knowledge."

_____ _____

Applicant Signature Date of Affidavit Application File No.

MAILING LABELS - Submit one self-adhesive mailing label (approximately 3"x1") with the name and address typed or clearly printed in ink for:

- Each person identified under the Owner/Address List above, (Duplicate or multiple ownerships need only one label)
- The Owner, and
- The Owner's Representative/Engineer
- One set of mailing labels will be required for each public hearing.

MOST CURRENT INFORMATION - Dependent upon the length of time between submitting this information and the public hearing on your project, the Planning Department may request you to update the required hearing materials.

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FINAL PLAT RECORDING PROCESS

MAJOR SUBDIVISION

Upon the Planning and Zoning Commission Recommendation of Approval, your application request for preliminary plat for a major subdivision will go through final review by the Board of County Commissioners. If approved, the final plat is to be recorded which involves the following procedures:

1. All current property taxes must be paid in full. Contact Ellen Sauer, Treasurer, to confirm the status of property taxes. Phone: 752-1261

2. The Shoshone County surveyor/engineer will review your preliminary plat for approval. If any changes are required the planning and zoning office will notify you and your surveyor/engineer.

3. Once approved you will be contacted by the planning and zoning office. After notification of approval contact your surveyor/engineer to prepare the Final Plat. Include any conditions and/or restrictions that were applied by the Planning and Zoning Commission, along with all compliant items required under title 50, chapter 13 of the Idaho Code.

4. After your review is completed you will begin processing the final plat. This includes your notarized signature and Panhandle Health District sign-off.

5. Contact the planning and zoning office for an appointment for Review of Final Plat and to collect the final plat fee, county surveyor/engineer fee, advertising fee, and postage for mailing notices fee.

6. Once the final plat is processed the planning and zoning office will notify you, and you can record the Final Plat with the Recorders Office.

This Final Plat recording process may take up to twenty-one (21) days for completion after you have had your "Review of Final Plat" appointment with the Planning and Zoning Administrator.

10/31/19

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Forward to: Surveying Firm

PRELIMINARY FINAL PLAT REQUIREMENTS – MAJOR SUBDIVISION

1. Prepare two (2) paper copies 18" x 27" to be submitted with a closure sheet and a copy of the reference survey(s) for review by the county surveyor.

FINAL PLAT REQUIREMENTS - MAJOR SUBDIVISION

1. Prepare two (2) original drawings on drafting film three (3) mil or thicker, eighteen inch by twenty seven inch (18"x 27"), and three (3) paper copies of the final plat; three (3) paper copies of the final engineering construction drawings for streets, water, sewers, sidewalks, and other public improvements. (Ord. 9, 9-8-1975, eff. 9-18-1975). Along with all compliant items required under title 50, chapter 13 of the Idaho Code.

2. Include any General Restrictions applied by the Shoshone County Planning Commission.

3. Required signature blocks;

   Owners Certificate and Dedications

   Notary Public Certificate

   Shoshone County Commissioner Approval – Chairman

   Surveyors Certificate

   Reviewing Surveyors Certificate

   Panhandle Health District Approval

   Shoshone County Auditors Certificate

   Shoshone County Treasurer Affidavit

   Shoshone County Planning Administrator

   Shoshone County Recorder

06/08/09

Shoshone County plat review checklist
Plat:

	acceptable? yes	n/a	no	comments
18"x27" mylar (IC 50-1304)				
Margins/ encroachments				
Black ink				
Clarity of lines and dimensions				
Match lines				
Section, township and range (IC 55-1906)				
City Plat? If so, label as such				
Scale of map (IC 50-1304) (IC 55-1906)				
North arrow (IC 50-1304) (IC 55-1906)				
Subdivision name (IC 50-1304)				
Lot/ block numbers (IC 50-1304)				
Basis of bearings (IC 50-1304) (IC 55-1906)				
Basis of Coordinates (IC 50-1304) (IC 55-1907)				
Complete dimensions of exterior boundary (IC 50-1304)				
Complete dimensions for all lots (IC 50-1304)				
Correct areas for all lots, if shown				
Streets- width and courses (IC 50-1304)				
Street names (IC 50-1304)				
Easements (IC 50-1304)				
Point of beginning (IC 50-1304)				
Ties to 2 acceptable monuments (IC 50-1304)				
Compliance with CPF law 55-16 (IC 55-1906)				
Monuments, location, size and type (IC 50-1303)(IC 50-1304)(IC55-1906)(IC54-1227)				
Bond For Monumentation (IC 50-1332)				
Closure (1:5000) (IC 50-1303)				
Reference to overlapping or adjoining surveys (IC 55-1906)				
Narrative (IC 50-1304)(IC 55-1906)				
purpose				
how lines were established				
controlling elements				
vertical establishment				
Discrepancy notification (IDAPA 10.01.02.005)				
New monument notification (IDAPA 10.01.02.005)				
Owners certificate- intention to plat (IC 50-1309)				
Correct description (IC 50-1309)				
dedication (IC 50-1309)				
Surveyor's certificate (IC 50-1309) (IC 55-1906)				
Sanitary restriction (IC 50-1326)				
County Commissioner approval (IC 50-1308)				
County Road acceptance (IC 50-1309)				
City Council approval (IC 50-1308)				
City Engineer approval (IC 50-1308)				
City Clerk approval (IC 50-1308)				
Treasurer approval (IC 50-1308)				
County Surveyor Certification (IC 50-1905)				
remove reference to County law in County Surveyor Certification				