



CITY OF HAYDEN LAKE
SHORT PLAT
APPLICATION
(3 LOTS OR FEWER)

Hayden Lake Building Department
9393 North Strahorn Road
Hayden Lake, ID 83835
208-772-2161
deputyclerk@cityofhaydenlake.gov

REQUIREMENT CHECKLIST:

All request applications must be fully completed and include the following at the time of submission per City Code.

- ☐ The request for Short Plat must have a minimum lot size of 14,520 square feet (final lot size), road frontage to depth ratio of .4% or greater, all lots shall be a minimum of 50 feet wide, **and** 75 feet of road frontage to be considered. Code:9-3-5
- ☐ Competed and notarized application: A signed and notarized application from the **property owner of record**.
- ☐ Property Survey: A licensed certified survey of the property, including location, existing details, structures, measurements, and boundary lines.
- ☐ Engineer Scaled Map Drawing: Including the adjoining boundaries with the City of Hayden Lake, other adjacent properties, and location of streets, easements, property lines, and driveways.
- ☐ Two sets of mailing labels for neighbor notifications (within 300' of property) for Public Hearing.
- ☐ "Will-serve" declaration from water and sewer districts.
- ☐ Fees: The applicant shall pay the city a fee of \$200.00 per lot. Additionally, the applicant shall pay the estimated cost to reimburse the city for the cost of all services provided by the city engineer, city attorney, and any other city officials as well as other directed costs associated with processing the application. Additional costs include, but are not limited to publications, notifications, signage, inspections, mailings, ordinances, agreements and legal descriptions.

All approved new parcels are subject to the Development Impact Fee at the time of improvement to property (building application).

SUBMITTALS:

The completed form and plat documents must be submitted to the City Clerk not later than sixty (60) days prior to the date of a regular City Council meeting where consideration of the Short Plat may be set. The completed application shall be deemed accepted for the sixty (60) day processing period as of the date when all maps, documents, and application requirements have been filed, checked and accepted as complete by the City Engineer and City Clerk. **This item will not be set for Council consideration until the application is complete and accepted.**

I have read and consent to the filing of this application as the owner of record of the property being considered in this application.

Name:

Phone Number:

Mailing Address:

Signature:

Date:



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FOR OFFICE USE ONLY

Short Plat Permit # _____ Property Address _____

Short Plat Fee (\$200 per lot): \$ _____

Total Amount Paid \$ _____ Cash/Money Order/Check # _____

Date: _____ Employee: _____

Approval Date _____ Denial Date _____

Permit Issuance Date: _____ Permit Expiration Date: _____

Date Property Recorded with Kootenai County: _____

(Required to issue Certificate of Occupancy)

APPLICANT INFORMATION:

Applicant Name: _____ Applicant Phone Number: _____

Applicant Mailing Address: _____ City, State, and Zip Code: _____

Project Address: _____ City, State, and Zip Code: _____

Applicant Email (*Required*): _____

Parent Parcel # _____ New Parcel # _____

Legal Description (including adjacent streets): _____

Current Zoning: _____ Proposed Zoning: _____

Engineer and/or Surveyor: _____

Engineer Email: _____ Phone Number: _____



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Gross total net area involved: _____ acres, and/or _____ sq.ft.

Total number of lots included: _____

Minimum lot size created: _____

Existing land use: _____

Existing zoning: _____

Please give a narrative describing your request and stating any effect the request would have on adjacent properties. How does the request comply and/or conflict with the City Code.



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CERTIFICATION

I, _____, being first duly sworn, deposes and says that _____ is the applicant in this application and knows the contents thereof to be true to _____ knowledge.

Signed: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20__.

Notary Public in and for the State of Idaho

Residing at _____

Commission Expires: _____