



## SHORT PLAT/LOT LINE ADJUSTMENT & CONDOMINIUM PLAT APPLICATION PROCEDURES

1. Complete the Short Plat application (pages 3-5).
2. **Project Narrative:** Submit a narrative describing the proposed plat and the general compatibility with other adjacent properties. Also include a discussion of the relationship of the proposed plat to the Comprehensive Plan.
3. **Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
4. **Provide the names and addresses of all property owners** adjoining the subject property, printed on self-adhesive mailing labels.
5. **Submit the Preliminary Plat:** Provide one (1) digital copy and one (1) hard copy of the preliminary plat from your surveyor. The Applicant must also submit copies to Panhandle Health and the County Surveyor. Closures **must be** included.
6. **Application Fee:** Please call the Planning Department at 208-263-3370 or consult the Planning forms and fees webpage at [www.sandpointidaho.gov/planningfees](http://www.sandpointidaho.gov/planningfees).
7. **Review Process:**
  1. **Preliminary Plat Routing:**
    - a. One (1) copy to the Planning Department staff who will then review proposal and forward it onto the following departments and agencies for review:
      - I. Sandpoint Public Works Department - City Hall
      - II. Sandpoint Public Safety Department - City Hall
      - III. Sandpoint Finance Department
      - IV. Bonner County
      - V. Independent Highway District – 31656 Highway 200, Ste. 101, Ponderay, ID.
      - VI. Misc. agency list (utility companies, state/federal regulatory agencies, etc.)
    - b. One (1) copy to Panhandle Health District - **submitted by Applicant** – 2101 W. Pine Street. **NOTE:** Panhandle Health District has an application which must be completed by the applicant or the applicant's representative. Applicants may contact PHD at 208-265-6384 to obtain an application.
    - c. One (1) copy to the Bonner County Surveyor - **submitted by Applicant**
  2. **Mylar Routing & Signatures:** After all agencies have completed their review process, any comments/corrections will be returned to the surveyor drafting the plat documents. When all corrections have been made, a mylar will be returned to the Planning Department with owner's signatures and will then be routed for signature to:
    - a. Director of Public Works, City Hall, 1123 Lake Street
    - b. Planning Director, City Hall, 1123 Lake Street
    - c. Mayor and City Clerk, City Hall, 1123 Lake Street
    - d. Independent Highway District, 31656 Highway 200, Ste. 101, Ponderay, ID.
    - e. Bonner County Surveyor - **responsibility of applicant**
    - f. Panhandle Health District #1, 2101 W. Pine Street - **responsibility of applicant**
    - g. County Treasurer, 1500 Highway 2, Suite 304 - **responsibility of applicant**

When all of the above signatures have been obtained the mylar may be recorded. After recording you will need a minimum of 3 mylars made along with 1 paper copy which will be distributed by applicant to appropriate agencies as follows:

- Sandpoint Planning Department - 1 recorded mylar copy
- Bonner County Recorder - 2 mylars
- Panhandle Health District - 1 recorded paper copy

**Appeals:** Rejection of the final plat or lot line adjustment may be appealed within ten (10) days to the City Council.

#### **PLEASE NOTE:**

#### **APPLICABILITY:**

##### **The short plat procedure may be used:**

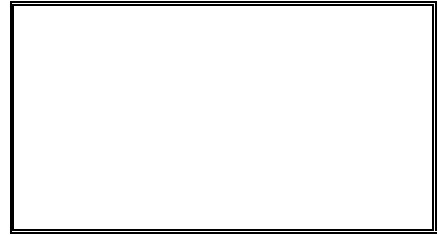
- a. Where the parcel is within the corporate limits of the city, and
- b. Where the parcel is on an existing dedicated right of way, however, additional dedication of land may be required to bring such right of way up to city standards, and
- c. Where no more than four (4) lots result from the division of a parent parcel, with no remainder parcels allowed, or
- d. Where six (6) or fewer townhouse lots are created, or
- e. For condominium plats (documents should also meet the requirements of *Idaho Code*, Title 55, Chapter 15, Condominium Property Act).

##### **The lot line adjustment procedure may be used:**

- a. Where parcels or lots are being combined, or
- b. Where the adjustment of lot lines are requested and no new buildable lot is being created, or
- c. Where the reorientation of existing lots does not increase the number of buildable lots.
- d. The procedure may not be used where it creates or expands nonconformity with land use ordinances.

#### **RESTRICTIONS:**

- a. Lot line adjustments are allowed as set forth in Section 10-2-2 of *Sandpoint City Code*, and redevelopment of short plat lots may be allowed so long as the total lots created from a parent parcel do not exceed a total of four (4). However, the applicant must proceed under the regular subdivision procedures where reconfiguration or redevelopment will result in the creation of five (5) lots or more from a parent parcel.
- b. All unplatted, adjoining land of common ownership must be included in the short plat.
- c. All lots of any short plat must comply with the minimum standards for the zone in which they are located, except as provided for the creation of a townhouse or townhouse duplex lot as provided for in Chapter 1, Title 10, of *Sandpoint City Code*.
- d. All public dedications, improvements and other requirements set forth in Chapter 1, Title 10, of *Sandpoint City Code* shall be applied to any short plat, condominium plat, or lot line adjustment.



**SHORT PLAT/LOT LINE ADJUSTMENT APPLICATION**

File #: \_\_\_\_\_

Please read and complete the application carefully. Failure to provide all required information could result in a delay in processing your application.

**Applicant Information:**

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Representative Information:**

Business Name: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Information:**

Proposed Development Name: \_\_\_\_\_  
Legal Description of Site: Lot(s) \_\_\_\_\_ Block # \_\_\_\_\_ Addition \_\_\_\_\_  
(or) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Total Size of Parcel: \_\_\_\_\_  
Number of Lots/Units: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Smallest Lot Size: \_\_\_\_\_ Largest Lot Size: \_\_\_\_\_

**Current Zoning:**

- | Residential   | Commercial                                 | Industrial  |
|---|--|---|
| <input type="checkbox"/> Rural Residential RR2          | <input type="checkbox"/> Mixed Use         | <input type="checkbox"/> Industrial General (IG)                    |
| <input type="checkbox"/> Rural Residential RR1          | <input type="checkbox"/> Residential (MUR) | <input type="checkbox"/> Industrial Business Park (IBP)             |
| <input type="checkbox"/> Residential Single-Family (RS) | <input type="checkbox"/> Commercial A (CA) | <input type="checkbox"/> Industrial General w / IBP<br>uses allowed |
| <input type="checkbox"/> Residential Multi-Family (RM)  | <input type="checkbox"/> Commercial B (CB) | <input type="checkbox"/> Industrial Technology Park (ITP)           |
|   | <input type="checkbox"/> Commercial C (CC) |   |

**Current Comprehensive Plan Designation:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Very Rural       | <input type="checkbox"/> Context Area 2  | <input type="checkbox"/> Context Area 4 |
| <input type="checkbox"/> Context Area 1   | <input type="checkbox"/> Context Area 3  | <input type="checkbox"/> Context Area 5 |
| <input type="checkbox"/> Context Area 1.5 | <input type="checkbox"/> Context Area 3B | <input type="checkbox"/> Industrial     |

**What land uses border the site? Describe lot sizes, structures and uses:**

North: \_\_\_\_\_  
 South: \_\_\_\_\_  
 East: \_\_\_\_\_  
 West: \_\_\_\_\_

**What Zones border the project site?**

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

**Utility Information:**

Power will be provided by:

- |   |  |
|---|--|
| <input type="checkbox"/> Avista Utilities | <input type="checkbox"/> Northern Lights Inc |
|---|--|

Water will be supplied by:

- Existing public or community system
- Individual well
- Proposed public or community system

Sewage disposal will be provided by:

- Existing community system
- Individual system
- Proposed community system

**Site Information (provide detailed descriptions of the following):**

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
2. Water courses (springs, streams, rivers, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. Existing structures (size & use): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
4. Land cover (timber, pasture, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Other pertinent information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Planning and Zoning Director may request additional information in specific circumstances in reviewing the plat.

I hereby certify that all information and attachments submitted herewith are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date