



**FINAL PLAT OF SUBDIVISIONS
(MINOR/MAJOR) CHECKLIST**
Community Development Department
8930 N Government Way, Hayden, ID 83835
www.cityofhaydenid.us 208-209-2022

Upon review and approval of the construction plans, and prior to submission of the final plat to the County for review and approval, the application for final plat may be submitted.

CHECKLIST: A request is made by submitting the following:

- Survey or Record
- Lot Closures
- Deeds for All Properties
- Title Report
- Final Plat – Stamped by an Idaho Licensed PLS
- City/Kootenai County Checklist – Signed by an Idaho PLS
- CP&Fs
- CCRs, HOA Documents, & Items Referenced on the Plat

NOTE:

1. *Once the application is deemed complete, the applicant shall be invoiced for the appropriate fees per the adopted fee schedule and a deposit of \$500 for pass through fees where applicable.*
2. ***If subdivision is completed:*** *The eighteen month (18) warranty shall be accompanied by an acceptable surety in an amount equal to twenty-five percent (25%) of the cost of the total improvements. For a phased subdivision, the required surety shall be for the phase which is being developed.*
3. ***If the subdivision is not completed:*** *The Developer shall execute and file between the Developer and the City of Hayden an agreement stating the improvements to be completed and an acceptable surety in an amount equal to one hundred fifty percent (150%) of the estimated cost of construction for the improvements to be completed.*

When staff has completed the review, all required terms and conditions are satisfied, the county is at “Mylar Pending” status with their review of the plat, and appropriate surety is received, staff may forward the plat to the City Clerk recommending that it be submitted to the City Council for approval.

No building permits will be issued for lots depicted on the final plat until the final plat has been recorded, the reproducible copy of the recorded plat has been received, and the interior monuments have been set in accordance with Idaho Code. No Certificate of Occupancy will be issued until all required infrastructure improvements have been constructed, the public infrastructure has been accepted by the City, record drawings of all public infrastructure, signed and stamped by the project engineer have been received by the City, and the interior monuments have been set in accordance with Idaho Code.

Applying for a PZE Process: <https://bsaonline.com/?uid=2689>

STEP 1: On the left under Services/Building Department select “Apply for a Planning, Zoning, or Engineering Process”.

STEP 2: Sign in or create/register an account.

If you are a contractor/design professional click on the **blue text** under Step 1: Select a Property that reads **if you are a contractor/design professional** to sign in or create/register an account.

STEP 3: Select a Property. You can search by Address, Parcel Number, or Owner Name.

STEP 4: Enter PZE Process Details Choose Sub – Final Plat, enter work description, setback, zoning/rezoning, usage, parcel/land and new subdivision name.

STEP 5: Enter Applicant Info Verify your contact information and choose the parties to receive e-mail notifications when the PZE Process status changes.

STEP 6: Estimate Fees Click Next. (Fee estimates do not have to be chosen.)

STEP 7: Attachment Upload required documents for your PZE Process. Click next.

STEP 8: Disclaimers Check accept for each disclaimer. Click submit.

Successful Permit Application Staff will review your submittal to verify all required documents have been submitted and are acceptable for review. Review fees will be due prior to the start of review and the City will contact you with your review fees.