



## PRELIMINARY PLAT SUBDIVISION [MINOR/MAJOR] CHECKLIST

Community Development Department  
8930 N Government Way, Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) 208-209-2022

A subdivision is defined as every division of land into two or more lots, tracts, parcels, sites, or divisions (whether immediate or future) for the purpose of sale, lease, transfer, or development within the incorporated area of Hayden. Preliminary plat requirements are the same for all subdivisions; however, the public hearing processes are different depending on the type of subdivision. Minor subdivisions are defined as the division of a tract of land or a lot that is five acres or less in size, or a division of a tract of land or lot into six or fewer lots, tracts, or sites. Major subdivisions are all other subdivisions.

**CHECKLIST:** A request is made by submitting the following:

- Letter of Authorization from Lien Holder(s)
- Letter of Authorization from Owner(s)
- A narrative describing the project and development proposal. Identify if requesting private roads or any deviation from the road standards that may require an exception.
- Will Serve Letter – Sewer
- Will Serve Letter – Water
- A radius report (within 60 days of application) prepared by a title company that is licensed to do business in the state of Idaho. The report consists of the names, mailing addresses, and parcel numbers of all property owners whose property is within or adjacent to the area bounded by lines 300' from the external boundary of the entire proposal area. The report shall be accompanied by a date stamped tax parcel map prepared by Kootenai County.
- Title Report
- Legal description of the property (Word Format)
- The subdivision plan shall be prepared by an engineer or surveyor licensed in the state of Idaho and drawn to scale that is reasonable and legible to clearly and fully disclose the following information:
  - Name, mailing address, telephone number, fax number, and email address of the state of Idaho licensed engineer or surveyor that prepared the plan;
  - The location of the boundary lines of the proposed subdivision in relation to section, quarter section and quarter-quarter section lines, and any adjacent corporate boundaries of the city which are part of the legal description of the property;
  - The boundaries and dimensions of all blocks and lots within the proposed subdivision together with the numbers proposed to be assigned to each block and lot;
  - A data table showing the number of lots, the smallest, largest, and average lot area within the proposal site, total acreage of the entire proposal area, and the density in lots per acre;
  - Any existing or proposed easements and right-of-way dedications, and if required green belt (easements to be labeled with the name of the recipient and purpose of easement);
  - For all existing and proposed streets, show plan, profile, and cross sections along with street names for both existing and proposed streets;
  - For all adjacent streets, show location of existing right-of-way width and the location of centerline, swales, curbs, sidewalks, and trees;
  - Location of existing structures, such as septic tanks, drain fields, underground storage, wells, houses, and outbuildings with notes to indicate if they will remain or be removed along with setbacks from proposed lot lines and streets. Show location of natural features, such as wooded areas, streams, drainage ways, flood hazard areas (identified on the Flood Insurance Rate Maps), rock outcroppings, and/or other sensitive hazardous or difficult areas to develop;
  - Location, dimensions, and area of all parcels of land to be set aside for parks, open space, or other public use or for the use of property owners in the proposed subdivision;
  - Preliminary construction plans (typically 50-70% design) demonstrating constructability and functionality which shall include:

- Proposed utility infrastructure plan indicating locations, sizes, and approximate centerline grades;
- General grading plan showing existing and proposed topography identifying areas of cut and fill over two feet (2'), along with all existing and proposed surface water flow patterns;
- Conceptual stormwater management plans for all proposed subdivision infrastructure;
- Pedestrian and bicycle circulation plans;
- A landscape plan;
- Proposed mailbox locations; and
- Snow storage and removal plans
- Geotechnical, sewer technical memo, transportation impact analysis or similar study, if required by City Engineer
- Most recently recorded deed
- Site plan for required parks, lift stations, entrance features, etc.

**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. *Subdivisions are broken up into three applications and the various fees are collected at the time of each part of the process as follows:*
  - a. *Preliminary Plat*
  - b. *Construction Plan Review and Construction Inspection & Oversight*
  - c. *Final Plat*
3. *Where the subdivision will have six or fewer lots, the radius report shall be for those lots within 100' of the project boundaries.*

**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 Minor Subdivision – Preliminary Plat or Sub – Prelim Plat (for major subdivision), enter work description, and pertinent information for the chosen subdivision.

**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.