

CITY OF HAYDEN LAKE

9393 N. Strahorn
Hayden Lake, ID 83835
772-2161

PRELIMINARY PLAT APPLICATION

(four or more lots)

▪ **SUBMITTALS**

A preliminary plat application for approval of a subdivision for four or more lots is made by submitting the following information to the City Clerk:

1. The completed attached form and checklist;
2. Copy of all preliminary plat documents (see Municipal Code Title 10 Section 3 for specific information);
3. An ownership list identifying property owners and residents within the subject property and within a radius of three hundred feet (300') from the external boundaries of the property.
4. One reduced scale map in an 8 1/2" x 11" format.

▪ **DEADLINE FOR 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 a public hearing to consider the plat can be set. The completed application shall be deemed accepted for the sixty (60) day processing period as of the date when all maps are and information have been filed, checked and accepted as complete by the City Engineer, as noted below. **This item will not be set for Council consideration until the application is complete and accepted.**

▪ **FEES**

A fee of \$100.00 per lot at the time the application is submitted plus any estimated costs for work completed by the City Engineer, City Attorney and other City Officials costs of mailing and publication and other costs of processing the same payable to the City of Hayden Lake

Date Application and Fee Received: _____, 20____,
 by City Clerk: _____
 Date Application Accepted as Complete: _____, 20____,
 by City Engineer: _____

Please type or print the following required information:

▪ **APPLICANT:**

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

Filing Capacity:

_____ 1. Recorded property owner as of _____
(date)

_____ 2. Purchasing (under contract) as of _____
(date)

_____ 3. The Lessee or Renter as of _____
(date)

_____ 4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)

Engineer and/or Surveyor:

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

▪ **PROPERTY:**

Legal description of property:

CERTIFICATION

_____, 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: _____

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

Name: _____

Mailing Address: _____

Phone #: _____

Signature: _____

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