



---

# ADMINISTRATIVE PLAT APPLICATION PACKET

REVISED JANUARY 2021

---



---

# PLAT PRE-APPLICATION CONFERENCE FORM

---

***Applicant to provide concept plan, per Municipal Code Sect. 32-9(b)(1)***

**DATE:** \_\_\_\_\_ **PROPOSED PLAT NAME:** \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Land Owner Name: \_\_\_\_\_

Land Owner Mailing Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

## GENERAL LOCATION OF PROPERTY

---

## ZONING & PLAT INFORMATION

Present Zoning: \_\_\_\_\_ Comp Plan Designation: \_\_\_\_\_

Size of Property to be platted: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

Proposed Lot Size: Largest: \_\_\_\_\_ Smallest: \_\_\_\_\_

Proposed # of Flag Lots: \_\_\_\_\_

Is there a related Annexation, Zone Change or PUD request pending?  Yes  No

## TOPICS OF DISCUSSION

- ( ) Review of concept plan provided by applicant
- ( ) Gave Applicant the appropriate plat application packet
- ( ) Review of plat application process
- ( ) Review of plat application form
- ( ) Review of utility services acceptance form
- ( ) Review of curb, gutter and sidewalk requirements
- ( ) Review of storm water detention requirements
- ( ) Review of Fire Department requirements



- ( ) Review of Health Department requirements
- ( ) Review of applicable Public Works Plat Checklist
- ( ) Discussion on potential lot addressing issues
- ( ) Review of Planning & Zoning issues, i.e. Comprehensive Plan, lot size, lot dimensions, setbacks, access, density and/or land use, etc.

**STAFF DETERMINATIONS**

- Are major public improvements required?  Yes  No
- Do all lots front on an improved, dedicated street?  Yes  No
- Will ten or fewer lots be created with no more than one flag lot?  Yes  No
- Will addressing the lots require changing existing addresses?  Yes  No
- Proposed plat will be a(n):  Administrative Plat  Preliminary Plat
- Will proposed plat require a Development Master Plan?  Yes  No
- Will a rezone be required?  Yes  No
- Will a Comprehensive Plan Amendment be required?  Yes  No
- Reasons for requiring a Development Master Plan, per Municipal Code Sect. 32-10, are:
  - Tract is large enough to be its own neighborhood.
  - The tract to be platted is only part of larger tract, the development of which is complicated by size, transportation or access, unusual topographic, utility, land use, land ownership, or other conditions.

**City/State Representatives Present:**

_____	_____
Planning Department	Engineering Division, Public Works Dept.
_____	_____
Fire Department	City Surveyor
_____	
Health Department	

**Applicant Representatives Present: (only one of the following is necessary):**

_____	_____
Land Owner	Developer/Contractor
_____	_____
Consultant	Surveyor
_____	
Other	



---

ALL APPLICATIONS MUST BE SUBMITTED AT PUBLIC WORKS FRONT COUNTER,  
215 "D" ST., SUITE B. LEWISTON ID 83501

ADMINISTRATIVE PLAT NAME: \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

Applicant Name: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_  
Land Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

### LICENSED SURVEYOR INFORMATION

Surveyor Name: \_\_\_\_\_ Surveyor Phone: \_\_\_\_\_  
Surveyor Mailing Address: \_\_\_\_\_

*THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED*

- Plat Pre-Application Conference Form
- Pre-Application Conference Concept Plan (11" X 17")
- Three full-size (18" X 27") copies of the Plat
- One 11" X 17" copy of the Plat
- Completed Utility Services Acceptance Form
- Public Works Plat Checklist, completed
- Title report or commitment for title insurance dated within thirty days of application
- Copies of all documents referenced in title report or commitment for title insurance
- Signed Acknowledgment of Curb, Gutter and Sidewalk Requirement
- Filing fee, per currently adopted Fee Resolution

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Application Received By Public Works Staff Member:

\_\_\_\_\_  
Initials                      Date

**For any questions regarding process or status please call the  
City Surveyor Mark Weigand at 208-790-8810**



This note is required to be placed on all plats approved by the City of Lewiston.

**NOTE: Future development of the lots created by this subdivision plat require building permits based on plans complying with all City of Lewiston codes, duly adopted at the time of development, governing construction of buildings and adjacent public improvements. Prior to developing a lot the owner or prospective owner is responsible for due diligence research to apprise themselves of all development requirements. These requirements may or may not have been identified during the subdivision process and may or may not be shown on the plat. The City of Lewiston is not responsible for any losses, financial or otherwise, resulting from the unsuitability of a lot for a specific use.**



# CITY OF LEWISTON SUBDIVISION PROCESS

## UTILITY SERVICES ACCEPTANCE FORM

It is the responsibility of the applicant to review the proposed subdivision with each of the utility providers. **This completed form should be submitted with the plat application.**

( ) **AVISTA UTILITIES, 1330 Fair Street, Clarkston**, has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

**CONTACT:** Ted Boyle @ 208-798-1473 ([ted.boyle@avistacorp.com](mailto:ted.boyle@avistacorp.com)); Colby Witters @ 509-780-1475 ([Colby.Witters@avistacorp.com](mailto:Colby.Witters@avistacorp.com)); Nathan Vonlindern @ 208-590-8742 ([Nathan.Vonlindern@avistacorp.com](mailto:Nathan.Vonlindern@avistacorp.com))

We request that the following described public utility easements be created by this administrative plat:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

( ) **LEWISTON ORCHARDS IRRIGATION DISTRICT, 1520 Powers Avenue**, has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

**CONTACT:** Barney Metz @ 208-746-8235 ([barneymetz@loid.net](mailto:barneymetz@loid.net))

We request that the following described public utility easements be created by this administrative plat:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_



---

( ) **CENTRAL ORCHARDS SEWER DISTRICT, 1522 Powers Avenue**, has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

**CONTACT:** Michelle Gruell @ 208-746-9689 (cosd7469689@yahoo.com)

We request that the following described public utility easements be created by this administrative plat:

---

---

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

( ) **CENTURYLINK, 528 6<sup>TH</sup> Avenue, Lewiston**, has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

**CONTACT:** Cody Hollenback @ 208-798-8380 (cody.hollenback@centurylink.com)

We request that the following described public utility easements be created by this administrative plat:

---

---

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_



( ) **SPARKLIGHT, 2320 Nez Perce Grade** has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

**CONTACT:** Rick Ramsey @ 208-746-3336 (Richard.Ramsey@sparklight.biz)

We request that the following described public utility easements be created by this administrative plat:

---

---

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

( ) **LEWISTON ORCHARDS SEWER DISTRICT, 2901 Railroad Ave,** has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

**CONTACT:** Urban Wessels, LOSD Engineer @ 208-791-9346  
(urbanwessels@gmail.com)

We request that the following described public utility easements be created by this administrative plat:

---

---

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

( ) **THE CITY OF LEWISTON FIRE DEPARTMENT, 1245 Idaho St.,** has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for fire protection.

**CONTACT:** Linda Steputat, Fire Marshal @ 208-743-3554 (lsteputat@cityoflewiston.org)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_





( ) **PUBLIC HEALTH – IDAHO NORTH CENTRAL DISTRICT, 215 10<sup>th</sup> St., Lewiston**, has conducted a preliminary review of the above named proposed plat. The plat will be approved upon meeting Department of Environmental Quality (DEQ) requirements. **CONTACT:** Ed Marugg, Environmental Health Section @ 208-799-3100 ([emarugg@phd2.idaho.gov](mailto:emarugg@phd2.idaho.gov)) or Sherise Jurries @ 208-799-3100 ([sjurries@phd2.idaho.gov](mailto:sjurries@phd2.idaho.gov))

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

( ) **THE CITY OF LEWISTON PUBLIC WORKS DEPARTMENT, 215 D Street**, has conducted a preliminary review of the above named proposed plat and intends to accept lots within the above named proposed plat for sanitary sewer, storm sewer, potable water, and street maintenance service. **CONTACT:** Public Works @ 208-746-1316 ([publicworks@cityoflewiston.org](mailto:publicworks@cityoflewiston.org))

We request that the following described public utility easements be created by this administrative plat:

\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

( ) **LEWISTON CITY ENGINEER, 215 D Street**, has reviewed the proposed plat and determined that major improvement, as defined by Lewiston City Code, **(are) (are not)** required. **CONTACT:** Public Works @ 208-746-1316 ([publicworks@cityoflewiston.org](mailto:publicworks@cityoflewiston.org))

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_



---

**ACKNOWLEDGEMENT OF REQUIREMENT FOR CURB, GUTTER,  
SIDEWALK AND UTILITY SERVICE STUB-INS**

**ADMINISTRATIVE PLAT NAME:** \_\_\_\_\_

I/we acknowledge that curb, gutter, sidewalk and utility service stub-ins are required along the public right-of-way that is adjacent and adjoining the Administrative Plat herein named. Curb includes the construction and paving of that area between the curb and existing street pavement. The curb, gutter and sidewalk must be designed by a civil engineer licensed to practice in the State of Idaho, and the design plans must be approved by City staff. The utility service stub-ins must be installed prior to curb, gutter and sidewalk construction and must extend past the property line or past any utility easement located adjacent to the property line. The curb, gutter, sidewalk and utility service stub-ins must be constructed, inspected, and approved by City staff before the administrative plat can be approved by City Council and recorded. The City Engineer or his/her designees may, at his/her discretion, accept a fee in lieu of (FILO) payment, instead of the curb, gutter, and sidewalk construction. If allowed, this FILO payment must be made before the administrative plat can be approved by City Council and recorded.

\_\_\_\_\_  
Signature Date



---

**ACKNOWLEDGEMENT OF REQUIREMENT FOR CURB, GUTTER,  
SIDEWALK AND UTILITY SERVICE STUB-INS WITH SPECIAL  
CONDITION**

**ADMINISTRATIVE PLAT NAME:** \_\_\_\_\_

I/we acknowledge that curb, gutter, sidewalk and utility service stub-ins are required along the public right-of-way that is adjacent and adjoining the Administrative Plat herein named. Curb includes the construction and paving of those areas between the curb and existing street pavement. The curb, gutter and sidewalk must be designed by a civil engineer licensed to practice in the State of Idaho, and the design plans must be approved by City staff. The utility service stub-ins must be installed prior to curb, gutter and sidewalk construction and must extend past the property line or past any utility easement located adjacent to the property line. The curb, gutter, sidewalk and utility service stub-ins must be constructed, inspected, and approved by City staff before the administrative plat can be approved by City Council and recorded. The City Engineer or his/her designees may, at his/her discretion, accept a fee in lieu of (FILO) payment, instead of the curb, gutter, and sidewalk construction. If allowed, this FILO payment must be made before the administrative plat can be approved by City Council and recorded.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Special Condition: This subdivision qualifies for the frontage improvement exception. No frontage improvements (curb, gutter, sidewalk and utility service stub-ins) will be required before the plat is approved by City Council and recorded. Frontage improvements or a FILO payment (if allowed by the Public Works Director) shall be constructed along the frontage of the undeveloped lot at the time the lot is developed.**



---

## ADMINISTRATIVE PLAT REVIEW CHECKLIST

---

Subdivision Name \_\_\_\_\_ Date \_\_\_\_\_

### Identification Data Required:

- | Y                        | N                        | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A title which includes the name of the subdivision and its location by section number, township, range, "City of Lewiston", county and state. Name, address and registration number of the seal of the professional land surveyor, registered in the State of Idaho preparing the Plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale, north arrow and date of plat preparation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18" by 27" sheet size.  |

### Survey Data Required:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boundaries of the tract to be subdivided fully balanced and closed, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals of a foot.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced. Each of two corners of the subdivision shall be tied by a conventional closed traverse or by GPS methods conforming to City standards to a minimum of two monuments in the City control network. City control network coordinates for these subdivision corners shall be shown on the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Survey narrative that complies with the requirements of Title 50, Chapter 13, Section 1304.2k, and Title 55, Chapter 19, Section 1906.6.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of all permanent physical structures encroaching upon or within the boundaries of the tract, or if none exist, a note stating that no encroachments exist.   |

### Descriptive Data Required:

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, right-of-way lines, courses, length and width of all existing public streets, alleys, utility easements, radii, points of tangency and central |
|--------------------------|--------------------------|--------------------------|--|



angles or all curvilinear streets and alleys and radii of all rounded street intersections.

- All drainage ways are shown on the plat. Easements for all significant drainage ways, as determined by the City Engineer, are granted to the public.
- All adjoining property under the same ownership is included on the plat.
- Additional 5' of right-of-way is dedicated or a 5' public easement is granted if the plat is adjacent to a street with a 20' right-of-way width. Other right-of-way dedications may be necessary to accommodate traffic needs as determined by the City Engineer.
- All lots have minimum frontage requirements on an improved public right-of-way.
- All easements for public services or utilities and any limitations of the easements shown. Utility easements adjacent to public rights-of-way shall be "Public Sidewalk, Utility and Storm Water" easements.
- Location, dimensions and acreage of all lots.
- All lots shall be numbered consecutively throughout the plat. "Exceptions", "tracts" and "private parks" shall be designated, lettered or named and clearly dimensioned.
- Blocks shall be identified with numbers or letters even when the subdivision contains only one block.
- All sites to be dedicated to the public will be clearly indicated, the boundaries and dimensions accurately shown and the intended use specified.
- Location of all adjoining subdivisions with date, book and page number of recording noted or, if unrecorded, so designated.
- The current City future development note is included on the plat.

**Required Certifications and Notes:**

- A notarized certificate signed by the owner(s) containing a correct description of the land, together with a statement of their intention to include the same in the plat and making dedication to the City of Lewiston of all streets and alleys and grant of easements shown on the plat. If right-of-way is dedicated or easements are granted, lien holders must be named and have notarized signatures on the plat. A water system certificate (per State Code 50-1334) is included in this certification.



- 
- A certificate signed by an Idaho PLS stating that they were in responsible charge and that the plat is correct and accurate. Every sheet must be sealed and signed.
  - Certificate and signature of the City Engineer that the plat complies with the requirements of the City Subdivision Code.
  - Certificate and signature of the City Surveyor that the plat complies with the requirements of Title 50, Chapter 13, Idaho Code.
  - Certificate to be signed by the City Clerk after Council approval, stating that this plat, the dedicated public rights-of-way, and easements granted within this plat have been approved and accepted by the City Council.
  - Certificate of satisfaction of the sanitary restrictions signed by the County Sanitarian to be endorsed by the County Recorder at the time of filing, or subsequent thereto, when the sanitary restrictions have been satisfied as required by Idaho Code, Section 50-1326.
  - Certificate of recording, to be signed by the County Recorder at the time of filing.
  - Certificate signed by the County Treasurer stating that all ad valorem taxes on the subdivision property have been paid.
  - All signatures and stamps are required to use black ink suitable for mylar.