



FINAL PLAT APPLICATION PACKET

REVISED JANUARY 2021



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

DATE: _____ FINAL PLAT NAME: _____

APPLICANT/OWNER INFORMATION

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

Applicant Mailing Address: _____

Land Owner Name: _____

Land Owner Mailing Address: _____

Owner Phone: _____ Owner Email: _____

LICENSED SURVEYOR INFORMATION

Surveyor Name: _____ Surveyor Phone: _____

Surveyor Mailing Address: _____

The related preliminary plat for this subdivision was approved by the City Council on: _____ . *Final Plat submittal may not be accepted without Council approval of preliminary plat.*

This final plat is in substantial conformance to the approved preliminary plat. However, notable differences are:

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

- Three full-size (18" X 27") copies of the Plat
- One 11" X 17" copy of the Plat
- Public Works Final 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 that have not be previously been submitted.
- Filing fee, per currently adopted Fee Resolution



FINAL PLAT APPLICATION PACKET

Applicant signature: _____ Date: _____

Applicant's Printed Name: _____

Application Received By Public Works Staff Member:

Initials Date



FINAL PLAT REVIEW CHECKLIST

Subdivision Name: _____

Y N N/A

- Updated title commitment dated within the last 30 days has been submitted with the final plat.
- Title which includes the name of the subdivision and its location by section number, township, range, City of Lewiston, County and State.
- Scale, north arrow, date of plat preparation.
- Name, address and registration number of the seal of the professional surveyor, registered in the State of Idaho, preparing the plat.
- Location of all permanent physical encroachments upon the boundaries of the plat. If none exist, a statement shall be placed on the plat stating this fact.
- All lots shall be numbered consecutively throughout the plat. Lots for purposes other than sale and development shall be so designated and will be shown as tracts with consecutive letters (Tract A, B, C, etc.) Areas shall be clearly shown for all lots and tracts in square feet where appropriate and in acres where appropriate. If any lots contain existing septic systems or any lots will be served by future septic systems, the lot size exceeds the minimum required.
- Blocks must be identified with numbers or letters even when the subdivision contains only one block.
- All easements provided for public services or utilities showing location, width and any restrictions of said easements. Utility easements adjacent to public rights-of-way shall be labeled "Public Sidewalk, Utility and Storm Water Easement". Private easements provided showing location, width, purpose and what lots and/or tracts are benefitted by each of the easements.
- Name, right-of-way lines, length and width of all existing and proposed public streets, alleys, radii, points of tangency and central angles of all curvilinear streets and alleys and radii of all rounded lot corners.



All additional right-of-way needed on adjacent streets has been dedicated.

Y N N/A

Boundaries of 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.

The current City future development note is included on the plat.

Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat are 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.

Survey narrative that complies with the requirements of Title 50, Chapter 13, Section 1304.2.k, and Title 55, Chapter 19, Section 1906.6.

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. Water system certificate (per State Code 50-1334) 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 North Central Health District.

- () () () County Recorder space for the County Recorder's stamp.

- () () () Certificate signed by the County Treasurer stating that all ad valorem taxes on property included in the plat have been paid.

- () () () On final mylars, all signatures are in permanent black ink and sheets are sprayed with a sealer if necessary.

- () () () All subdivision improvements are completed and accepted by the City of Lewiston or a financial surety has been accepted by the City to guarantee improvement completion. All lots have water and sewer service lines.



ARTICLE VII. FINAL PLAT

SEC. 32-21. PURPOSE.

The purpose of the final plat is to consider and approve the necessary maps, plats and documents that demonstrate conformity to the approved preliminary plat and associated conditions of approval in accordance with provisions of this code and Idaho state statutes. (*Ord. No. 4177, § 1, 2-10-97*)

SEC. 32-22. FINAL PLAT.

This stage includes the final design of the subdivision, engineering of public improvements, and submittal of the plat and construction plans by the subdivider. It includes review of the final plat by the appropriate agencies, and submission for final action by the council.

(1) Zoning. Zoning of the tract shall regulate the proposed use, and any zoning amendment necessary shall have been adopted by the council prior to submittal of the final plat, and shall be noted thereon.

(2) Easements. It shall be the responsibility of the subdivider to provide on the final plat such easements in such location and width as required for utility purposes. Prior to filing the final plat, he shall have submitted the plat to the person(s) authorized to perform plat review for the utility interests. Prior to final plat review by the city engineer, a letter shall have been received from said interested utilities signifying that easements shown on the plat are complete and satisfactory for utility purposes.

(3) Final plat preparation. The final plat shall be prepared in accordance with requirements set forth in section 32-26 of these regulations and shall conform closely to the approved preliminary plat. (*Ord. No. 4177, § 1, 2-10-97*)

SEC. 32-23. FINAL PLAT SUBMITTAL.

The subdivider shall submit the final plat map prepared in conformance with provisions of this chapter and that information required in section 32-26 of this code to the community development department at least twenty-five (25) working days prior to the council meeting at which the subdivider desires to be heard. The community development department, upon receipt of a complete plat submittal, shall record the receipt and date of submittal and forward the submittal to the city engineer who shall then proceed with review action as specified in section 32-24 of this chapter. Should changes or corrections to the plat be found necessary, each resubmittal of the plat shall require an additional twenty-five (25) working days for review. Following the final approval of the plat by the city engineer and city surveyor, the city engineer shall forward the plat to the city council along with his recommendation for action made in writing. (*Ord. No. 4177, § 1, 2-10-97*)



SEC. 32-24. FINAL PLAT REVIEW.

(a) The engineer upon receipt of the final plat submittal shall immediately check it for completeness. If incomplete, the date of submittal shall be voided and the submittal shall be returned to the subdivider. If complete, the city engineer shall review drainage and flood control measures and review the plat for substantial conformity to the approved preliminary plat and refer copies of the submittal to the appropriate reviewing offices who will make known their recommendations in writing addressed to the city engineer.

(b) The engineer shall assemble the recommendations of the various reviewing offices, prepare a concise summary of recommendations, and submit said summary together with the reviewer's recommendations to the council.

(c) At the time of submittal of the final plat to the city, the subdivider shall pay a fee as set forth in section 32-7 of this chapter. (*Ord. No. 4177, § 1, 2-10-97*)

SEC. 32-25. FINAL PLAT APPROVAL.

(a) If the engineer concludes that the final plat is not in substantial conformity with the preliminary plat, the engineer shall report his findings to the planning and zoning commission. The planning and zoning commission shall then recommend approval or denial of the final plat to the city council. The city council then shall consider the final plat.

(b) If in the opinion of the engineer, the final plat is in substantial compliance with the preliminary plat, the engineer shall recommend approval to the city council. Action by the planning and zoning commission will not be required.

(c) The council or planning and zoning commission shall review and act upon the final plat within twenty-five (25) working days of the date of receipt by the engineer.

(d) Upon approval of the plat by the council, the clerk shall transcribe a certificate of approval upon the plat, first making sure that the other required certifications (see section 32-26(f)) have been duly signed, including letter of agreement between subdivider and serving utilities, that engineering plans have been approved by the engineer, the agreement between city and subdivider as provided in section 32-47(a) has been executed, and that an appropriate guarantee of construction from among those alternatives provided in section 32-48 covering said approved plan improvements has been posted with the engineer. The city shall also record the final plat with the office of the Nez Perce County recorder.

(e) Should the council reject the plat, in whole or in part, it shall advise the subdivider in writing of the reasons for the denial. (*Ord. No. 4177, § 1, 2-10-97*)

SEC. 32-26. INFORMATION REQUIRED FOR FINAL PLAT SUBMITTAL.

(a) Method and medium of presentation.



(1) The subdivider shall provide a record copy of the final plat prepared as described in Idaho Code, Section 50-1304.

(2) Copies of the recorded plat shall be reproduced in the form of blueline or blackline prints on a white background.

(3) The plat shall be drawn to an accurate scale of one hundred (100) feet to the inch, or multiple thereof, unless a different scale is previously approved by the engineer.

(b) Identification data required.

(1) A title which includes the name of the subdivision and its location by number of section, township, range, and county. Titles shall comply with Idaho Code, Section 50-1307.

(2) Name, address, and registration number of the seal of the professional engineer or land surveyor, registered in the state of Idaho, preparing the plat.

(3) Scale, north arrow, and date of plat preparation.

(c) Survey data required.

(1) Boundaries of the tract to be subdivided which shall close within tolerances prescribed by Idaho Code, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

(2) Any excepted parcel(s) within the plat boundaries shall show all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

(3) Location and description, and Idaho State plane coordinates of cardinal points to which all dimensions, angles, bearings, and similar data on the plat shall be referenced; each of two (2) corners of the subdivision traverse shall be tied by course and distance to separate section corners, quarter-section corners, or to existing recorded monuments.

(4) Location of all permanent physical encroachments upon the boundaries of the tract.

(d) Descriptive data required.

(1) Name, right-of-way lines, courses, length, width of all existing and proposed public streets, alleys, utility easements, radii, points of tangency, and central angles of all curvilinear streets and alleys, and radii of all rounded street line intersections.

(2) All drainageways shall be shown on the plat. The rights-of-way of all major drainageways, as designated by the city engineer, shall be dedicated to the public.



(3) All easements for rights-of-way provided for public services or utilities and any limitations of the easements. Construction within the easement shall be limited to utilities and wood, wire, or removable section-type fencing.

(4) Location and all dimensions of all lots.

(5) All lots shall be numbered by consecutive numbers throughout the plat. "Exceptions," "tracts," and "private parks" shall be so designated, lettered, or named and clearly dimensioned.

(6) All sites to be dedicated to the public will be clearly indicated, the boundaries and dimensions accurately shown, and the intended uses specified.

(7) Location of all adjoining subdivisions with date, book, and page number of recording noted, or, if unrecorded, so marked.

(8) Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat and to each copy submitted.

(9) Sanitary restrictions required by Idaho Code, Section 50-1326.

(e) Dedication and acknowledgment.

(1) Dedication: Statement of dedication of all streets, alleys, crosswalks, drainageways, pedestrian ways, and other easements for public use by the person holding title as vendees under a land contract, and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall also sign the plat.

(2) Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, public utilities shall have the right to install and maintain utilities in the street right-of-way.

(f) Required certifications.

(1) Certificate signed by the owner or owners, containing a correct legal description of the land, together with a statement of their intention to include the same in the plat, and making dedication of all streets and alleys shown on the plat. This certificate shall be notarized.

(2) Certificate signed by an Idaho-licensed engineer or surveyor that the plat is correct and accurate, and that the monuments described in it have been located as described. This certificate shall include the seal of the engineer or surveyor.

(3) Certificate and seal of the city engineer and of the city or county surveyor that the plat complies with the requirements of Title 50, Chapter 13, Idaho Code, and with this chapter.

(4) Certificate signed by the city clerk that the city council has approved and accepted the plat.



(5) Certificate, signed by the owner or owners, on the provision of water service to the lots within the subdivision, as provided by Idaho Code, Section 50-1334.

(6) Certificate of satisfaction of the sanitary restrictions, to be endorsed by the county recorder at the time of filing, or subsequent thereto, when the sanitary restrictions shall have been satisfied as required by Idaho Code, Section 50-1326.

(7) Certificate of recording, to be signed by the county recorder at the time of filing. (*Ord. No. 4177, § 1, 2-10-97; Ord. No. 4475, § 1, 7-9-07*)