



City of Lewiston

Administrative Plat

Application Packet

PLAT PRE-APPLICATION CONFERENCE FORM

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

PROPOSED PLAT NAME: _____

APPLICANT INFORMATION

Applicant Name: _____ Applicant Phone: _____

Applicant Mailing Address: _____

Land Owner Name: _____ Owner Phone: _____

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 (*form is not applicable for Preliminary Plat*)
- () Review of curb, gutter and sidewalk requirements
- () Review of storm water detention requirements
- () Review of Fire Department requirements
- () Review of applicable Public Works Plat Checklist
- () Review of Planning & Zoning issues, i.e. Comprehensive Plan, lot size, lot dimensions, setbacks, access, density and/or land use, etc.

STAFF DETERMINATIONS

Are public improvements required? Yes No

Will all lots will front an improved, dedicated street? Yes No

Will ten or fewer lots be created? Yes No

Is more than one flag lot proposed? 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 Representatives Present:

Planning Department

Engineering Division,
Public Works Dept.

Fire Department

City Surveyor

Applicant Representatives Present: (only 1 of the following is necessary):

Land Owner

Developer/Contractor

Consultant

Surveyor

Other

Conference Date: _____



CITY OF LEWISTON ADMINISTRATIVE PLAT APPLICATION

ALL APPLICATIONS MUST BE SUBMITTED AT COMMUNITY DEVELOPMENT

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 (24" X 36") 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 Community Development Staff Member:

Initials Date

Staff's Printed Name: _____

Permit Number: _____

**For any questions regarding process or status please call the
City Surveyor Dan Hayhurst 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

PROPOSED SUBDIVISION NAME: _____

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) or Colby Witters @ 509-780-1475 (Colby.Witters@avistacorp.com)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

- () **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)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

() **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: Bill Larsen @ 208-746-9689 (cosd7469689@yahoo.com)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

() **CENTURYLINK, 528 6TH 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: Julio Mendez @ 208-798-0607 (Julio.mendez@centurylink.com)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

() **CABLE ONE, 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: Les Shriver, Dan Smith or Tom Donahue @ 208-746-3325 (Tom.Donohue@cableone.biz)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

() **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: Dave Six @ 208-791-2031 (dsix@cityoflewiston.org)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

() **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: _____

TITLE: _____

DATE: _____

() **NORTH CENTRAL DISTRICT HEALTH DEPARTMENT, 215 10th St., Lewiston,** has conducted a preliminary review of the above named proposed plat. The plat will be approved upon meeting all NCDHD requirements.

CONTACT: Ed Marugg, NCDHD Environmental Health Section @ 208-799-3100 (emarugg@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: Jill Tolman @ 208-746-1316 (jtolman@cityoflewiston.org)

The required 10-foot wide public utility easements adjacent to all public street and alley rights-of-way are sufficient for our utility placements except for the following additional and/or revised easement requirements:

NAME: _____

TITLE: _____

DATE: _____

() **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: Jill Tolman @ 208-746-1316 (jtolman@cityoflewiston.org)

NAME: _____

TITLE: _____

DATE: _____



CITY OF LEWISTON ADMINISTRATIVE PLAT

**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 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 Public Works Director 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



CITY OF LEWISTON ADMINISTRATIVE PLAT

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 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 Public Works Director 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"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All drainageways are shown on the plat. Easements for all significant drainageways, as determined by the City Engineer, are granted to the public. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All adjoining property under the same ownership is included on the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 Council has approved and accepted the plat.
- 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.

Other Required Documents/Information:

- Title commitment or report dated within 30 days.
- Completed Utility Services Acceptance form.
- Signed curb/gutter/sidewalk acknowledgement form.
- If the subdivision area exceeds 1 acre, the developer has been informed that a SWPPP and NOI will probably be necessary and that they should discuss their project with the City Storm Water Program Coordinator.
- All monuments are required to be installed or bonded before plat approval.

- () () () If curb, gutter, sidewalk and new utility service stub-ins are required for this subdivision, a set of improvement plans complying with current City of Lewiston Public Works standards and sealed by a professional engineer licensed in Idaho, must be submitted and approved by City staff. After plan approval, the curb, gutter, sidewalk and utility service stub-ins shall be constructed by the developer. After construction, the improvements shall be inspected and approved by City staff. At the discretion of the Public Works Director, a fee-in-lieu-of (FILO) payment may be allowed instead of construction of the curb, gutter and sidewalk. The administrative plat will not be approved by City Council and recorded until either the improvements are constructed and approved by City staff or a FILO payment, if allowed by the Public Works Director, has been made.

After all reviews and final revisions have been made and the plat has been accepted for consideration by the City Council, an AutoCad compatible electronic file of the plat and a pdf file must be submitted for use by City staff.



ARTICLE IV. PREAPPLICATION CONFERENCE AND CONCEPT PLAN

Sec. 32-8. Purpose.

The purpose of the preapplication conference and concept planning stage shall be to discuss the proposed subdivision concept, its conformity with the comprehensive plan, its relationship to surrounding development, any site conditions that may require special consideration or treatment, and the requirements of this chapter. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-9. Preapplication conference.

(a) The preapplication conference stage of subdivision planning comprises an informational period which precedes actual preparation of preliminary plans by the subdivider. During this stage, the subdivider makes known his intentions to the city and is advised of specific public objectives related to the subject tract, and other details regarding platting procedures and requirements.

(b) In carrying out the purposes of the preapplication stage, the subdivider and the city shall be responsible for the following actions:

(1) Actions by the subdivider. The subdivider and/or his agents shall meet with the city at the preapplication conference to present a general outline of the proposed development, which shall include, but is not limited to:

a. Sketch plans and ideas regarding land use, street and lot arrangement, and tentative lot sizes.

b. Tentative proposals regarding required public improvements.

c. Other information needed to explain the development.



Sec. 32-9. Preapplication conference.

(2) Actions by the city. The city will discuss the proposal with the subdivider and advise him of procedural steps, design and improvement standards, and general plat requirements. Then, depending upon the scope of the proposed development, they will proceed with the following actions:

a. Check existing zoning of the tract and make recommendations if a zone change is necessary or desirable or if other zoning action is necessary. If it is determined that zoning action is required or a permit is required for the subject tract or any part of it, the subdivider shall initiate the necessary rezoning or permit application.

b. Check conformity with the objectives and policies of the comprehensive plan and for conformity to the city's master transportation plan.

c. Inspect the site or otherwise determine its relationship to streets, utility systems, and adjacent land uses, and identify any unusual problems with regard to topography, utilities, flooding, or other conditions.

d. Determine if there is a need for the preparation and review of a development master plan before a preliminary plat can be considered. If the development master plan is required, the subdivider will be advised of this fact, and of the extent to which it should be prepared.

e. Review and discuss with the developer the potential need for special studies, which may include but are not limited to traffic, soil, slope stability, wetlands, foundations or other studies that may be required as a result of site conditions, and the implications of the findings of those studies, if required. The requirement of said special studies shall be determined by the city engineer.

f. Advise the subdivider of the results of these actions, and offer guidance as to any further actions which should be taken. (Ord. No. 4177, § 1, 2-10-97)



ARTICLE VIII. ADMINISTRATIVE PLATS

Sec. 32-27. Purpose.

The administrative plat process is intended to provide a streamlined means of subdividing property in those instances in which no public improvements are required, all property fronts upon an improved, publicly dedicated street and ten (10) or fewer lots are being created in conformance with the zoning ordinance. Administrative plats may not contain more than one flag lot as defined in Lewiston City Code section [37-124](#). (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-28. Administrative plat procedure.

When the proposed land division includes ten (10) or fewer lots, all of which have direct access to a pre-existing improved public street, and not requiring any major improvements as provided in the definition of an administrative plat, the administrative plat procedure may be used. The procedure shall be as follows:

(1) Preapplication conference as required by section [32-9](#) of this chapter.

(2) The subdivider shall submit to the city a plat map prepared in conformance with provisions of this chapter and that information required in section [32-29](#) 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. 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 community development department with his recommendation for council action made in writing. The community development department shall forward the completed plat, along with the city engineer's recommendation to the city council for final action.

(3) At the time of submittal to the city, the subdivider shall pay a fee in the amount set forth in section [32-7](#) of this chapter. (Ord. No. 4177, § 1, 2-10-97)



Sec. 32-29. Administrative plat submittal.

(a) Administrative plat application and plat drawings:

(1) The plat shall be eighteen (18) inches by twenty-seven (27) inches in size and shall comply with the other requirements of the Idaho Code, Section 50-1304.

(2) The scale of the drawing may be either one (1) inch to fifty (50) feet or one (1) inch to one hundred (100) feet, as best suits the particular case.

(3) The information required by subsections (b)(2) through (b)(4) and (b)(6) of this section shall be included on the plat.

(4) The subdivider shall submit the reproducible plat and three (3) copies of the plat.

(b) In addition to the required subdivision plat map, the applicant shall submit the following material:

(1) Request for administrative plat review and approval.

(2) A statement from the state department of health and welfare that the volume and quality of the proposed water supply is adequate and satisfactory.

(3) Letters from the serving utility companies as required by section [32-45\(j\)](#) of this chapter.

(4) Evidence from the city fire marshal that adequate fire protection is available within the distances required by the Uniform Fire Code and with adequate pressure for the uses intended on the property.

(5) Acknowledgment that curbs, gutters and sidewalks are required pursuant to chapter [31](#).

(6) The subdivider shall submit a title report or a commitment for title insurance indicating the nature of applicant's ownership of the land included in the administrative plat.

(c) For administrative plats that are located on existing public rights-of-way of less than fifty (50) feet in width, the subdivider shall be required to dedicate an additional five (5) feet along that existing right-of-way to the city. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-30. Administrative plat approval and filing.

(a) The council, upon receipt of the plat and written recommendation of the city engineer and community development department, shall proceed as specified in section [32-25](#) of this chapter.

(b) The city shall file the approved administrative plat with the county recorder. (Ord. No. 4177, § 1, 2-10-97)