



City of Lewiston

Preliminary Plat

Application Packet



**City of Lewiston Community Development 215 D Street Lewiston, ID 83501
(208) 746-1318**

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.



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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)

**City of Lewiston Community Development 215 D Street Lewiston, ID 83501
(208) 746-1318**

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
- () 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

Public improvements required? Yes No

All lots will front an improved, dedicated street? Yes No

Ten or fewer lots will be created? Yes No

No more than one flag lot is proposed? Yes No

Proposed plat will be a(n): Administrative Plat Preliminary Plat

Proposed Plat will require a Development Master Plan? Yes No

Rezone required? Yes No

Comprehensive Plan Amendment required? Yes No

Reason for requiring Development Master Plan, per Municipal Code Sect. 32-10, is:

- 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

Other

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

Land Owner

Developer/Contractor

Consultant

Surveyor

Other

Conference Date: _____



ARTICLE V. DEVELOPMENT MASTER PLAN

Sec. 32-10. Purpose.

A development master plan may be required by the subdivision committee whenever the tract is sufficiently large as to comprise a neighborhood; the tract initially proposed for platting is only a portion of a larger land area, the development of which is complicated by size, transportation or access, unusual topographic, utility, land use, land ownership, or other conditions. The entire land area need not be under the subdivider's control in this case. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-11. Contents of plan – Preparation.

The development master plan (DMP) shall be prepared to a scale and accuracy commensurate with its purpose and shall include:

(1) General street pattern with particular attention to collection streets and future circulation throughout the neighborhood and the goals and objectives of the city's master transportation plan.

(2) General location and size of school sites, parks, or other proposed land uses.

(3) Location of shopping centers, multifamily residential, or other proposed land uses.

(4) Proposed improvements for sewage disposal, water supply, fire protection and storm drainage. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-12. Significance of development master plan approval.

Upon acceptance of general design approach by the subdivision committee, the DMP shall be followed by the preparation of preliminary plat(s). If development is to take place in several parts, the DMP shall be submitted as supporting data for each part. The DMP shall be kept up to date by the subdivider and the committee as modifications take place. (Ord. No. 4177, § 1, 2-10-97)



ARTICLE VI. PRELIMINARY PLAT

Sec. 32-13. Purpose.

The purpose of the preliminary plat is to allow for the detailed examination of the proposed subdivision, determine conformity to land use and zoning ordinances and applicable state laws and to determine and apply appropriate development standards in conformance with this code. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-14. Preliminary plat.

The preliminary plat stage of land subdivision includes detailed subdivision planning, submittal, review, and approval of the preliminary plat. To avoid delay in processing the application, the subdivider shall provide the city with all information described in this article that is essential to determine the character and general acceptability of the proposed development. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-15. Conformance with zoning requirements.

The subdivision shall be designed to meet the specific requirements for the zoning district within which it is located. In the event that an amendment or variance of zoning is necessary, said action shall be initiated by the property owner or his authorized agent. Processing of the preliminary plat shall not proceed until the subdivision committee has determined that the commission or council has made a favorable decision regarding any proposed zoning change. In any event, any such change required in relation to the preliminary plat shall have been adopted prior to preliminary plat approval. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-16. Preliminary plat submission.

The following material and information shall be submitted by the subdivider in support of the request for preliminary plat approval. Review of the preliminary plat shall not commence until all required information is submitted.

(1) Three (3) copies of the preliminary plat and required data prepared in accordance with requirements set forth in Articles V, VI and IX of this chapter shall be filed with the community development department at least twenty-five (25) working days prior to the commission meeting at which the subdivider desires to be heard. In addition, the subdivider shall submit one (1) reduced copy of the proposed subdivision plat; said reduced copy shall be clear and readable and shall not exceed eleven (11) inches by seventeen (17) inches in size.

(2) Reviewing fee. The subdivider shall, at the time of submitting the preliminary plat, pay to the city a reviewing fee in the amount set forth in section [32-7](#) of this chapter. The reviewing fee shall also cover the submittal of an amended or revised preliminary plat handled as the same case. If the preliminary plat approval expires before application for final approval, the plat shall be resubmitted for preliminary approval as a new case and the subdivider shall pay the required fee.

(3) The submittal shall be checked by the community development department for completeness and assigned a case number. If incomplete as to those requirements set forth in section [32-20](#), the submittal shall be rejected and the subdivider notified in writing within five (5) working days. If the specified fee has been paid, scheduling of the case for commission hearing shall be dependent upon adequacy of data presented and completion of processing.

(4) The subdivider shall submit a title report or a commitment for title insurance indicating the nature of the applicant's ownership of the land included in the preliminary plat. (Ord. No. 4177, § 1, 2-10-97)



Sec. 32-17. Preliminary plat review.

(a) The community development department shall distribute copies of the plat and supporting data to the following review offices:

- (1) City engineer;
- (2) City parks and recreation division;
- (3) City water and sewer divisions or the appropriate service provider;
- (4) City fire marshal;
- (5) City street superintendent;
- (6) North Central District Health Department for satisfaction of sanitary restrictions as required by Idaho Code, Section 50-1326;
- (7) Superintendent of the appropriate school district;
- (8) If the land abuts a state highway, to the Idaho Highway Department; if the land abuts a county road, to the county commissioners;
- (9) The city planner;
- (10) Public utilities;
- (11) State department of health and welfare, division of environment;
- (12) Soil and water conservation district.

(b) The reviewing offices shall transmit their recommendations in writing to the community development department which receives and summarizes the recommendations and presents them to the subdivision committee. The community development department prepares the report and recommendations of the subdivision committee, and forwards them to the commission. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-18. Preliminary plat approval.

(a) The commission shall review the preliminary plat within forty-five (45) calendar days of the date a full and complete application was received. The commission shall recommend approval, denial or approval with conditions to the city council.

(b) If satisfied that all objectives of this chapter have been met, and that it is in conformance with the comprehensive plan, the council shall approve the preliminary plat, with such conditions as are appropriate. Among the conditions required by council shall be the submission of construction plans and specifications pursuant to section [32-40](#).

(c) If the council finds the preliminary plat requires major revision, the council may reject the plat stating the reason for the rejection. Said reasons for rejection shall be transmitted in writing by the city clerk to the subdivider within five (5) working days following the rejection of the plat by the council.

(d) If a plat is rejected by the council, the review of a new plat for the same tract or any part thereof, if submitted within ninety (90) calendar days of the date of rejection, shall be considered under the original review fee. Should the plat be submitted to the city more than ninety (90) calendar days after rejection, the subdivider shall follow the aforementioned procedure and again shall be subject to the required fee. (Ord. No. 4177, § 1, 2-10-97)



Sec. 32-19. Significance of preliminary plat approval.

Preliminary plat approval constitutes authorization for the subdivider to proceed with the preparation of the final plat, and with the construction plans and specifications for public improvements. Preliminary plat approval is based upon the following terms:

(1) The basic conditions under which approval of the preliminary plat is granted will not be changed prior to expiration date.

(2) Approval is valid for a period of twelve (12) months from date of council action. Time for completion of improvements required by the preliminary plat may, upon application by the subdivider, and upon good cause showing, be extended for a period of six (6) months by the city council or as provided for in subsection (4). Should a final plat not be submitted to the city within the specified time period, the review process shall recommence as for a new subdivision and the subdivider shall submit to the city a new reviewing fee and, if necessary, a revised plat containing any revisions required by amendments in the city code approved since the date of the original submittal.

(3) Preliminary plat approval, in itself, does not assure final acceptance.

(4) However, if circumstances require, a final plat which includes only a part of the approved preliminary plat may be submitted and processed for council approval during the twelve (12) months time period. Approval of the entire preliminary plat shall remain active as long as final plats are submitted at a minimum of twelve (12) month intervals. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-20. Information required for preliminary plat submittal.

(a) Form of presentation. The information required as part of the preliminary plat submittal shall be shown graphically or by note on plans, or by letter, and may comprise several sheets showing various elements or required data. All mapped data for the same plat, except the vicinity map, shall be drawn at the same scale of one hundred (100) feet to an inch. Whenever practical, the drawing shall measure twenty-two (22) inches by thirty-six (36) inches and should not exceed forty-two (42) inches by sixty (60) inches.

(b) Identification and descriptive data.

(1) Proposed name of the subdivision, in accordance with Idaho Code, Section 50-1307, and its location by section, township, and range; referenced to a section corner, quarter-corner, or recorded monument.

(2) Name, address, and phone number of subdivider.

(3) Name, address, and phone number of the person preparing the plat.

(4) Scale, north point, and date of preparation including dates of any subsequent revisions.

(5) Vicinity map clearly showing proposed subdivision in relationship to adjacent subdivisions, arterial routes, major streets, collectors, and other important features.



Sec. 32-20. Information required for preliminary plat submittal.

(c) Existing conditions data.

(1) Topography by contours related to USCG survey datum, or other datum approved by the city engineer, shown on the same map as the proposed subdivision layout and showing proposed contours adequate to describe future grading. Contour interval shall be such as to adequately reflect the character and drainage of the land.

(2) Soils stability analysis when required by the city engineer.

(3) Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes, wetlands or potential wetlands or other water features; direction of flow; location and extent of areas subject to inundation whether such inundation be frequent, periodic, or occasional.

(4) Location, widths, and names of all platted streets, railroads, utility rights-of-way of public record, public areas, permanent structures to remain including water wells, and municipal corporation lines within or adjacent to the tract.

(5) Names, book, and page numbers of all recorded adjacent subdivisions having common boundaries with the tract.

(6) By note, the existing zoning classifications of the tract.

(7) By note, the acreage of the tract.

(8) Boundaries of the tract to be subdivided shall be fully dimensioned.

(d) Proposed conditions data.

(1) Street layout, including location, width and proposed names of public streets, alleys, and easements; connections to adjoining platted tract.

(2) Typical lot dimensions (scaled); dimensions of all corner lots and lots on curvilinear sections of streets; each lot numbered individually; total number of lots.

(3) Location, width, and use of easements.

(4) Designation of all land to be dedicated or reserved for public use within use indicated.

(5) If plat includes land for which multifamily, commercial, or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.

(e) Proposed utility methods. The subdivider shall address by note the proposed method of utility services including but not limited to:

(1) Sewage disposal.

(2) Water supply.

(3) Storm water disposal: Preliminary calculations and layout of proposed system and locations of outlets, in conformance with the city storm water management plan and subject to approval of the city engineer.

(4) Fire protection: Preliminary evaluation by the fire marshal of available water supply and pressure and required spacing of fire hydrants. (Ord. No. 4177, § 1, 2-10-97)



ARTICLE IX. SUBDIVISION DESIGN PRINCIPLES AND STANDARDS

Sec. 32-31. General.

(a) Every subdivision shall conform to the requirements and objectives of the city comprehensive plan or any parts thereof, as adopted by the commission and the city council, to the zoning ordinance, to other ordinances and regulations of the city, and to the Idaho statutes.

(b) The subdivision shall include the entire tract of land unless an approved preliminary plat, planned unit development or approved development master plan shows development in phases. When development is planned in phases, a schedule will be submitted with the preliminary plat showing the anticipated completion time for each stage.

(c) Where the tract to be subdivided contains all or any part of the site of a proposed park, school, flood control facility, or other public area as shown by the city's comprehensive plan or future acquisitions map the city shall comply with the provisions of Idaho Code, Section 37-6517.

(d) Land which is within a known floodplain, land which cannot be properly drained, or other land which, in the opinion of the subdivision committee, is unsuitable for residential use shall not be subdivided; except that the subdivision of such land upon receipt of evidence from the North Central District Health Department and/or city engineer that the construction of specific improvements can be expected to render the land suitable; thereafter, construction upon such land shall be prohibited until the required improvements have been planned and approval gained from the Idaho Department of Water Resources and the Army Corps of Engineers and construction guaranteed in conformance with the provisions of Article XI of this chapter.

(e) Where the tract to be subdivided is located in whole or in part in terrain having an average slope exceeding ten (10) percent, design and development shall conform to the findings of a suitability study as required by the city engineer. (Ord. No. 4177, § 1, 2-10-97)



Sec. 32-32. Street location and arrangement.

(a) Whenever a tract to be subdivided embraces any part of a street designated in the adopted city master transportation plan and/or bike and pedestrian way designated in the adopted comprehensive plan such street, bike way or pedestrian way shall be platted in conformance therewith.

(b) Street layout shall provide for the continuation of such street as the subdivision committee may designate.

(c) Whenever a tract to be subdivided is located within an area for which a neighborhood plan has been approved by the commission, the street arrangement shall conform substantially to said plan.

(d) Certain proposed streets and utilities, as designated by the subdivision committee, shall be extended to the tract boundary to provide future connections with adjoining unplatted land.

(e) Local streets shall be so arranged as to discourage their use by through traffic.

(f) If a proposed subdivision abuts or contains an existing or proposed arterial route, the subdivision committee may recommend, and the commission may require, marginal access streets or reverse frontage with access control along the arterial route, or such other treatment as may be justified for protection of abutting properties from the nuisance and hazard of high volume traffic, and to preserve the traffic function of the arterial route.

(g) If a subdivision abuts or contains the right-of-way of a railroad, a limited access road, an irrigation canal, drainage facilities or abuts a commercial or industrial land use, the subdivision committee may recommend location of a street approximately parallel to and on each side of such right-of-way at a distance suitable for appropriate use of the intervening land. Such distance shall be determined with due regard for approach grades, drainage, bridges, or future grade separations.

(h) Streets shall be so arranged in relation to existing topography as to be in conformance with city standards.

(i) Either alleys or utility easements along rear lot lines may be required. The subdivision committee shall decide which is required in individual cases. Its decision shall be made in conference with the subdivider, and shall be based on all relevant circumstances such as topographic traits, lot sizes, and continuity of existing alleys and easements.

(j) Half streets within the subdivision boundaries shall be discouraged, except where essential to provide right-of-way, to complete a street pattern already begun, or to insure reasonable development of a number of adjoining parcels. Where there exists a platted half street abutting the tract to be subdivided and said half street furnishes the sole access to residential lots, the remaining half shall be platted within the tract. Where the half street has had no improvement or construction, the subdivision committee may recommend that the subdivider provide a full right-of-way to serve his development. (Ord. No. 4177, § 1, 2-10-97)



Sec. 32-33. Street design.

Street design shall be in based upon the classification of the street and shall be in conformance with adopted city standards. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-34. Block design.

(a) The desirable maximum length of block measured along the center line of the street and between intersecting street center lines shall be nine hundred (900) feet; except that in developments with lot areas averaging one-half (1/2) acre or more, or where extreme topographic conditions warrant, the maximum may be exceeded by four hundred twenty (420) feet.

(b) Maximum length of cul-de-sac streets shall be six hundred sixty (660) feet measured from the intersection of right-of-way lines to the extreme depth of the turning circle along the street center line. An exception may be made where topography or property ownership justifies, but shall not be made merely because the tract has restrictive boundary dimensions, wherein provision should be made for extension of street pattern to the adjoining unplatted parcel and a temporary turnaround installed.

(c) Bicycle and pedestrian ways. Bicycle and pedestrian ways with a right-of-way width as recommended by the city engineer may be required by the commission for circulation, or access to schools, playgrounds, shopping centers, transportation, and other community facilities. Pedestrian ways may be used for utility installation purposes. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-35. Lot planning.

(a)(1) Lot width, depth, and area shall comply with the minimum requirements of the zoning ordinance and shall be appropriate for the location and character of development proposed, and for the type and extent of street and utility improvements being installed. Side lot lines shall be substantially at right angles or radial to street lines, except where other treatment may be justified in the opinion of the subdivision committee.

(2) Where steep topography, unusual soil conditions, or drainage problems exist or prevail, the commission may recommend special lot width, depth, and area requirements of the particular zoning district.

(b) Proposed streets shall be arranged in close relation to existing topography and shall conform to adopted city standards. Where steep topography prevails, the design shall conform to the findings of any special study required by the city engineer.

(c) Single-family residential lots extending through the block and having frontage on two (2) parallel streets shall not be permitted; reverse frontage shall be prohibited except where expressly permitted in accordance with section [32-32\(f\)](#) of this chapter or where justified in the opinion of the subdivision committee. (Ord. No. 4177, § 1, 2-10-97)



Sec. 32-36. Easement planning.

Easements shall be provided for all utilities and shall be in conformance with the standards of the utility providing service.

(1) Easements for utilities shall be provided as follows:

a. Where alleys are provided: Four (4) feet for aerial overhead on each side of alley shall be provided by dedication but need not be delineated on plat.

b. Along side lot lines: Five (5) feet on each side of lot lines for distribution facilities and one foot on each side of lot lines for street lighting as may be designated.

(2) For lots facing on curvilinear streets, utility easements or alley may consist of a series of straight lines with points of deflection not less than one hundred twenty (120) feet apart. Points of deflection should always occur at the junction of side and rear lot lines on the side of the exterior angle. Curvilinear easements or alleys may be provided, providing that the minimum radius for the alley or easement shall not be less than eight hundred (800) feet.

(3) Where a stream or surface water drainage course abuts or crosses the tract, dedication of a public drainage easement of a width sufficient to permit widening, deepening, relocating, or protecting said watercourse shall be required.

(4) Land within a public street or drainage easement or land within a utility easement for major power transmission (tower) lines or pipelines shall not be considered a part of the minimum lot area except where lots exceed one-half (1/2) acre in area. This shall not be construed as applicable to land involved in utility easements for distribution of service purposes. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-37. Street naming.

Subdivider shall propose the street names, subject to approval by the city council, at the preliminary plat stage. Street names shall conform to section [31-14](#) of this code. (Ord. No. 4177, § 1, 2-10-97)

ARTICLE X. STREET AND UTILITY IMPROVEMENT REQUIREMENTS

Sec. 32-38. Purpose.

The purpose of the article is to establish in outline the minimum acceptable standards for improvement of public streets and utilities, to define the responsibility of the subdivider in the planning, construction, and financing of public improvements, and to establish procedures for review and approval of construction plans. (Ord. No. 4177, § 1, 2-10-97)

Sec. 32-39. Developer's responsibility.

All improvements required as a condition of preliminary plat approval shall be the responsibility of the subdivider. (Ord. No. 4177, § 1, 2-10-97)



CITY OF LEWISTON PRELIMINARY PLAT APPLICATION

ALL APPLICATIONS MUST BE SUBMITTED AT COMMUNITY DEVELOPMENT
PERMITS COUNTER, 215 "D" ST. LEWISTON ID 83501

PRELIMINARY 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 Development Master Plan, if applicable per LMC Sect 32-10
- One 11" X 17" copy of the Development Master Plan
- Three full-size (24" X 36") copies of the Plat
- One 11" X 17" copy of the Plat
- One full-size (24" X 36") copy of the Contour Plan, contours not shown on preliminary plat
- One 11" X 17" copy of the Contour Plan, if contours not shown on preliminary plat
- All other information required by LMC Sect. 32-20
- 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
- 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: _____



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: _____



PRELIMINARY PLAT REVIEW CHECKLIST

Subdivision Name _____ Date _____

Submittals:

Y *N* *N/A*

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All necessary zoning amendments or variances must have a favorable decision by the commission or council before the preliminary plat review starts. The plat cannot be approved before the zoning changes have been adopted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The subdivider shall submit a title report or commitment showing the nature of the applicant's ownership dated within 30 days of submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plat is shown at an appropriate scale and the overall size is 22x36 (preferred), not to exceed 42x60. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The subdivider shall submit a completed Utility Services Acceptance form. |

Identification and Descriptive Data:

Y *N* *N/A*

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed name of subdivision and its location by section, township and range; reference by dimension and bearing to a section corner, quarter-section corner or recorded monument. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, address and phone number of subdivider. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, address and phone number of engineer, surveyor, landscape architect, or land planner preparing the preliminary plat. Plat must be sealed and signed if done by a design professional. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Scale, north arrow and date of plat preparation including dates of any subsequent revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map clearly showing proposed subdivision in relationship to adjacent subdivisions, arterial routes, major streets, collectors and other important features. |

Existing Conditions Data:

Y *N* *N/A*

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All adjoining properties under the same ownership are shown on the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography by contours related to USGS survey datum, or other datum approved by the City Engineer, shown on the same map as the proposed subdivision layout and showing proposed contours adequate to describe future grading. Contour interval shall be such as to adequately reflect the character and drainage of the land. |

Existing Conditions Data:

Y	N	N/A	
()	()	()	Soils stability analysis for areas having slopes in excess of 10% or when required by the City Engineer.
()	()	()	Location of water wells, streams, canals, irrigation laterals, private ditches, washes, lakes, or other water features; direction of flow; location and extent of areas subject to inundation whether such inundation be frequent, periodic, or occasional.
()	()	()	Location, widths and names of all existing platted streets, railroads, utility rights-of-way of public record, public areas, permanent structures to remain including water wells and municipal corporation lines within or adjacent to the tract.
()	()	()	Names, book and page numbers of all recorded adjacent subdivisions having common boundaries with the tract.
()	()	()	By note, existing zoning classification of the tract.
()	()	()	By note, acreage of the tract.
()	()	()	Boundaries of the tract to be subdivided are fully dimensioned.

Proposed Conditions Data:

Y	N	N/A	
()	()	()	Street layout, including location, width and proposed names of public streets, alleys and easements; connections to adjoining platted tracts.
()	()	()	Typical lot dimensions; dimensions of all corner lots and lots on curvilinear sections of streets; area of each lot; each lot numbered individually; each block identified by number of letter; total number of lots.
()	()	()	Location, width and use of easements. Utility easements adjacent to public rights-of-way shall be labeled "Public Sidewalk and Utility Easements".
()	()	()	Designation of all land to be dedicated or reserved for public use.
()	()	()	If plat includes land for which multifamily, commercial or industrial use is proposed, such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.
()	()	()	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.

Proposed Utility Methods:

Y	N	N/A	
()	()	()	The subdivider shall address the proposed method of utility services including, but not limited to:
()	()	()	By note, sanitary sewage disposal.
()	()	()	By note, water supply.
()	()	()	By note, franchise utility providers.
()	()	()	Storm water disposal: preliminary calculations and layout of proposed system and locations of outlets, in conformance with the City Storm Water Management Plan and subject to approval of the City Engineer.
()	()	()	Preliminary evaluation by the fire marshal of available water supply and pressure and required spacing of hydrants. (Ord. No. 4177, Subsection 1, 2-10-97)