

# CITY OF CLARK FORK

## SUBDIVISION APPLICATION PROCEDURES

1. Schedule preliminary meeting with the City Clerk and/or Mayor to review plans.
2. Obtain and complete a subdivision application.
3. Provide the following with the completed application:
  - Copy of Title Report:** Provide a copy of the title report for the site of the proposed project.
  - Project Narrative:** Submit a narrative describing the proposed subdivision and the general compatibility with other adjacent property. Also include a discussion of the relationship of the proposed subdivision to the Comprehensive Plan.
  - Blue-Line Copy of Proposal:** Provide a preliminary blue-line copy of the proposal from the surveyor.
  - Address Labels:** Provide two sets of names and addresses, printed on self-adhesive mailing labels, of the applicant, project surveyor/engineer, landowner and all owners of real property, any part of which is located within 300 feet of the exterior boundaries of the subject property.
  - Radius Map:** Provide a radius map depicting a three hundred-foot (300') radius around the perimeter of the subject parcel, identifying all parcels subject to notice. *Map & Pictures:* The applicant must provide one (1) 8<sup>1/2</sup> by 11 size map of the area to be annexed along with at least two (2) digital or hard copy pictures taken from at least two different angles/views of the property to be annexed.
  - Sale Contract:** A copy of the subdivider's sale contract showing restrictions must be furnished the City before final approval of the subdivision plan. Such contract shall relate that the lot or lots contracted for are subject to the zoning regulations, and subdivision regulations of the City.
  - Dedication:** The subdivider must furnish to the City an effective dedication of all streets and other spaces to be dedicated, and of all easements provided by the subdivision plan or plans.
  - Application Fee and Deposit:** Refer to fee schedule on attached application. *Any additional fees associated with plat review by agencies other than the City are also the responsibility of the applicant.*

## PLAT REQUIREMENTS

1. All plans submitted for approval shall be drawn to a scale of not more than one hundred feet to the inch (1" = 100') and shall be clearly and neatly drawn. Preliminary or tentative plans may be first submitted before the final plans are prepared.
2. All final plans shall show the proposed street lines, sidewalk lines, lot lines, building lines, and all property or subdivision boundaries. They shall show, in accordance with an accurate land survey, the controlling points and lines around and within the subdivision itself and also by distances, bearings and angles, the relation of such controlling points and lines to the other controlling survey points within or near the City. All survey monuments shall be indicated, and there shall be at least one permanent monument placed at each lot corner of the subdivided area, at least one at each street intersection. Such monuments shall be placed when the surveys are made and shall consist of one-inch (1") iron pipe driven at least two feet (2') into the ground and imbedded in concrete.
3. Sufficient topography shall be shown to indicate the natural drainage and the probable finished grades of streets. All existing and proposed streets and alleys and other public spaces shall be shown, with the width and type of pavement or surfacing, and all other important features. Sufficient information shall be drawn to scale on the plans to indicate the relation of the proposed streets and other public spaces to the present street system of the City and also the official City plan, when and after such City plan has been adopted.
4. The dimensions of all lots and subdivisions and re-subdivisions of lots shall be shown.
5. The proposed use of each lot, or group of lots or subdivision shall be indicated. No lot shall be proposed for a use of a classification lower than permitted in the zoning regulations.
6. The north point and scale shall be shown, and the names and addresses of the petitioner and the engineer or surveyor shall be given on each plan.
7. Whenever improvements are proposed within any such subdivision or in any such street or other public space, detailed plans, profiles, and at least outline specifications of such improvements shall be submitted. Such plans and specifications shall show or indicate every essential detail of such improvements.
8. Two copies of all such plans, profiles and specifications shall be filed with the County Clerk and one shall be preserved in the files of the City, all with the approval or disapproval of the City Council clearly indicated.

**CITY OF CLARK FORK**  
**SUBDIVISION APPLICATION**

**Applicant Information**

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

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

e-mail: \_\_\_\_\_

Holder of Legal Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

e-mail: \_\_\_\_\_

**Representative Information**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

e-mail: \_\_\_\_\_

**Project Information**

Proposed Subdivision Name: \_\_\_\_\_

Legal Description of Site: \_\_\_\_\_ Addition \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Range \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Total Size of Parcel \_\_\_\_\_

Number of Lots: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Smallest Lot Size \_\_\_\_\_ Largest Lot Size \_\_\_\_\_

Current Zoning:       HC       NC       LI       SFR

Comprehensive Plan Designation:

Small Lot Residential       Large Lot Residential       Mixed Use

What Zones border the project site?

North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

**Utility Information**

Power will be provided by:

- Avista Utilities
- Northern Lights Inc.

Sewage disposal will be provided by:

- Existing community system
- Individual septic system

Water will be supplied by:

- Existing public or community system
- Individual Well

**Site Information**

Provide detailed descriptions on the following:

1. Topography (lay of land), including estimated maximum slope, rock outcroppings, benches, etc.:

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2. Water courses (springs, streams, rivers, etc.):

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3. Existing structures (size & use):

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4. Land cover (timber, pasture, etc.):

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5. Other pertinent information:

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**Note:** The City Clerk and/or Mayor may request additional information in specific circumstances in order to assist the City Council in reviewing this request.

Written approval from the agencies indicated below **must** accompany this application in order to be considered by the City Clerk and/or Mayor:

- |  |   |
|--|---|
| <input type="checkbox"/> Idaho Department of Transportation      | <input type="checkbox"/> U.S. Forest Service            |
| <input type="checkbox"/> Panhandle Health District               | <input type="checkbox"/> U.S. Army Corps of Engineers   |
| <input type="checkbox"/> Idaho Department of Lands               | <input type="checkbox"/> U.S. Soil Conservation Service |
| <input type="checkbox"/> Bonner County School District           | <input type="checkbox"/> U.S. Fish and Wildlife         |
| <input type="checkbox"/> Idaho Division of Environmental Quality | <input type="checkbox"/> Independent Highway District   |
| <input type="checkbox"/> Idaho Department of Water Resources     | <input type="checkbox"/> Idaho State Historical Society |
| <input type="checkbox"/> Idaho Department of Fish and Game       | <input type="checkbox"/> Other: _____                   |

### FEE SCHEDULES

Subdivision application fees are based on the number of proposed lots:

Number of Lots	Application Fee
4 or fewer	\$900.00 + \$50.00 per building lot
5-10	\$1000.00 + \$50.00 per building lot
11-20	\$1500.00 + \$50.00 per building lot
20+	\$1500.00 + \$100.00 per lot over 20

If a previously approved application must be heard again due to an omission on the address labels or misinformation provided by the applicant, a fee of \$150.00 will be assessed.

The date of the City Council hearing will be established by the City Council upon the acceptance of a **complete** application. An application will be considered complete when all of the requested information has been submitted.

I am the sole owner of the property described in this application. I further attest that all information submitted with this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

## **REVIEW PROCESS**

1. The blue-line copy will be reviewed by the City Clerk and/or Mayor and then submitted to the Panhandle Health District for review:

***PLEASE NOTE:** The Panhandle Health District has an application which must be completed by the applicant or the applicant 's representative. Applicants may contact PHD at 208-265-6384 to obtain an application.*

2. After review by the above agencies, the blue-line copy will be returned to the surveyor with agency comments/corrections. The surveyor will correct the blue-line copy and return it plus six (6) copies to the City Clerk and/or Mayor prior to the scheduled Public Hearing.
3. The City Council will hold a Council Meeting and make recommendations if necessary.
4. The City Council will hold the required public hearing and approve or deny the preliminary plat.
5. When the preliminary plat has been approved by the City Council, the blue-line will be submitted to the following agencies for review:
  - 1) Bonner County Assessor
  - 2) Panhandle Health District
6. The blue-line will then be returned to the surveyor with any additional comments/corrections and the surveyor will prepare a mylar (including signature page) and submit it to the City Clerk and/or Mayor for signature collection. After obtaining all signatures except the County Recorder's, the applicant or applicant's representative will have two mylar copies of the plat made and then have the original and the two copies recorded at the Recorder's office in the Bonner County Courthouse. The Recorder's office will keep two Mylars and return one to the City. The Recorders office also requires six (6) complete paper copies of the plat.

**Approvals:** The final plat shall be approved by:

- 1) Mayor and attested by the City Clerk.
- 2) Bonner County
- 3) Panhandle Health District

**Appeals:** Rejection of the final plat may be appealed within sixty (60) days to the City Council.

## **SUBDIVISION REQUIREMENTS**

1. The minimum width for any street shall be sixty feet (60'), except by special permit for purely local drives. Through streets and every street more than six hundred feet (600') long shall be at least sixty feet (60') wide.
2. All streets and other public spaces and easements shall conform in effect to the Official Plan, both as to location and as to width or size.
3. When adjoining undeveloped property, a half street may be dedicated.
4. The minimum width of any alley, wherever provided, shall be twenty feet (20'). Where alleys are not provided, easements may be required along lot lines of or across lots where necessary for the extension of water mains, sewers, and similar purposes.
5. No block shall be longer than one thousand two hundred feet (1,200') between street lines. Blocks over eight hundred feet (800') in length shall have one crosswalk not less than ten feet (10') in width, situated near the center of the block.
6. The arrangement of streets in new subdivisions shall make provision for the direct continuation of the principal existing streets in adjoining subdivisions (or their proper projection where adjoining property is not subdivided) insofar as they may be necessary for public requirements. In general, such streets shall be a width at least as great as the existing streets. The street and alley arrangement must also be such as to provide opportunity for access and use by adjoining property owners. Wherever a street is stub-ended so that it will not at that end open into another street, an adequate turn-around, either circular or Y-shaped, shall be provided.
7. No lots shall be subdivided nor indicated for sale as business or industrial lots except at points designated for these uses in the zoning regulations or general development plan of the City, and the front street line of all such business lots shall be placed not less than fifty-four feet (54') from the center of the street on which they front.
8. No lot in any subdivision or re-subdivision under General Standards in the zoning and setback regulations for new developments shall be less than ninety feet (90') wide and no such lot shall contain less than fourteen thousand five hundred and twenty square feet (14,520 <sup>ft</sup><sup>2</sup>) or 1/3 acre, with frontage on a public street or streets of not less than one hundred twenty-five feet (125').
9. All lots shall be sufficiently wide and deep to permit full conformity with the zoning and setback regulations.
10. At important intersections and at all acute corners the property corner shall be rounded or cut off.
11. All curb corners shall have radii of not less than twelve feet (12') and at important corners not less than twenty-four feet (24').
12. Grade of streets shall be the lowest feasible and no grade shall be in excess of five percent (5%) on through traffic streets nor in excess of ten percent (10%) on any other street.
13. Whenever streets or alleys are-paved or surfaced, such paving or surfacing shall be of a type and strength suitable for the volume and character of traffic to be expected.
14. All improvements shall conform to the best engineering standards. Due consideration shall be given throughout to the appearance of the subdivision and the various features thereof within its own boundaries and also within its individual lots located within the City Limits.
15. In subdividing property, due consideration shall be given to the provision of suitable sites for parks, playgrounds, and schools.

## **GUIDELINES FOR SUBDIVISIONS**

1. All streets are to be paved.
2. All sidewalks and curbs are to be installed.
3. All sewer/private septic systems and storm sewer mains and lines shall be installed.
4. All surface water shall be drained into the storm sewers.
5. All utilities shall be provided underground.
6. All taxes on said property shall be paid prior to approval of the plat.
7. One water hook-up shall be paid for per lot.
8. A topographic map shall be submitted showing the contour of all lots contained within the proposed development.
9. A complete and comprehensive set of restrictive covenants shall be submitted.
10. All street lights shall be installed.
11. All fire hydrants shall be installed.
12. All streets shall have rounded corners with a twenty-foot (20') corner radius on interior streets and a twenty-foot (20') corner radius on exterior streets.
13. The restrictive covenants governing this property shall include but not be limited to items such as setback requirements, fences, sight restrictions, outbuildings, etc.