



---

# PRELIMINARY PLAT APPLICATION PACKET

REVISED JANUARY 2021

---



## PLAT PRE-APPLICATION CONFERENCE FORM

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

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

### APPLICANT INFORMATION

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

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

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

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

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

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

### GENERAL LOCATION OF PROPERTY

### ZONING & PLAT INFORMATION

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

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

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

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

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

### TOPICS OF DISCUSSION

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



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

**STAFF DETERMINATIONS**

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

**City/State Representatives Present:**

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

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

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



---

## CITY OF LEWISTON PRELIMINARY PLAT APPLICATION

---

ALL APPLICATIONS MUST BE SUBMITTED AT PUBLIC WORKS FRONT COUNTER, 215 "D" ST.  
SUITE B 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 Public Works Staff Member:

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date

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



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](mailto:ted.boyle@avistacorp.com)) or Colby Witters @ 509-780-1475 ([Colby.Witters@avistacorp.com](mailto:Colby.Witters@avistacorp.com)); Nathan Vonlindern @ 208-590-8742 ([Nathan.Vonlindern@avistacorp.com](mailto:Nathan.Vonlindern@avistacorp.com))

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](mailto: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:** Michelle Gruell @ 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 6<sup>TH</sup> Avenue, Lewiston**, has completed an initial review of the above named proposed subdivision and intends to accept lots within the proposed subdivision for service.

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

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: \_\_\_\_\_

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

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

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:** Urban Wessels, LOSD Engineer @ 208-791-9346  
(urbanwessels@gmail.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: \_\_\_\_\_

( ) **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: \_\_\_\_\_

( ) **PUBLIC HEALTH – IDAHO NORTH CENTRAL DISTRICT, 215 10<sup>th</sup> St., Lewiston**, has conducted a preliminary review of the above named proposed plat. The plat will be approved upon meeting Department of Environmental Quality(DEQ) requirements.

**CONTACT:** Ed Marugg, Environmental Health Section @ 208-799-3100 (emarugg@phd2.idaho.gov) or Sherise Jurries @ 208-799-3100 (sjurries@phd2.idaho.gov)

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

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

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

( ) **THE CITY OF LEWISTON PUBLIC WORKS DEPARTMENT, 215 D Street**, has conducted a preliminary review of the above named proposed plat and intends to accept lots within the above named proposed plat for sanitary sewer, storm sewer, potable water, and street maintenance service.

**CONTACT:** Public Works @ 208-746-1316 (publicworks@cityoflewiston.org)



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:** Public Works @ 208-746-1316 (publicworks@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.                        |



# PRELIMINARY PLAT APPLICATION PACKET

ii



**Existing Conditions Data:**

Y    N    N/A

- All adjoining properties under the same ownership are shown on the plat.
- 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street layout, including location, width and proposed names of public streets, alleys and easements; connections to adjoining platted tracts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, width and use of easements. Utility easements adjacent to public rights-of-way shall be labeled "Public Sidewalk and Utility Easements".
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designation of all land to be dedicated or reserved for public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The subdivider shall address the proposed method of utility services including, but not limited to:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By note, sanitary sewage disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By note, water supply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By note, franchise utility providers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary evaluation by the fire marshal of available water supply and pressure and required spacing of hydrants. (Ord. No. 4177, Subsection I, 2-10-97)