

City of Potlatch Short Plat Application

(Please fill out ALL fields unless otherwise noted)

City Hall
P.O. Box 525
195 6th Street
Potlatch, ID 83855
(208) 875-0708
potlcity@potlatch.com



File Number: _____

Site/Project Address (if available):		Parcel #:		
Owner:	Phone:	Email:		
Owner Address:		City:	State:	Zip:
Surveyor/Engineer/Contractor:		Phone:	Contractor License Number:	
Address:	Email:	City:	State:	Zip:
Contact Person:	Phone:	Fax:		
Contact Address:	Email:	City:	State:	Zip:

Description of Project:

Supporting Materials Required:

Office **Applicant - (please check off all applicable "applicant" boxes)**

- | | | | |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | This Application Form and Checklist | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of the Title Report | |
| <input type="checkbox"/> | <input type="checkbox"/> | Short Plat Drawing (To scale including ALL items below)
(Prepared, stamped, and dated by a licensed surveyor) | 4 - Copies 11" x 17"
2 - Full Sheet 18"x 24" |
| | <input type="checkbox"/> | Legal Descriptions of existing and proposed lots | |
| | <input type="checkbox"/> | Vicinity map | |
| | <input type="checkbox"/> | Zoning of the site | |
| | <input type="checkbox"/> | Property line dimensions and square footage of new lots | |
| | <input type="checkbox"/> | Existing public and private roads, driveway access and all easements | |
| | <input type="checkbox"/> | Existing and proposed fire hydrant locations or distance to the nearest hydrants | |
| | <input type="checkbox"/> | All major man-made features; drainage ditches, railroad tracks, etc. | |
| | <input type="checkbox"/> | Existing building locations and setbacks from property lines (if any) | |
| | <input type="checkbox"/> | Proposed access width | |
| | <input type="checkbox"/> | Building envelopes and lot number assigned to each lot | |
| | <input type="checkbox"/> | Location of nearest existing utilities including sanitary sewer, storm drainage, and water services | |
| | <input type="checkbox"/> | Environmental constraints identified and delineated (if any) such as wetlands, rivers, streams, slopes | |
| | <input type="checkbox"/> | Project Application Procedures per City of Potlatch Chapter 9-11-4 | |

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

****BY LEAVING THE CONTRACTOR INFORMATION SECTION BLANK, I HEREBY CERTIFY FURTHER THAT CONTRACTORS (GENERAL OR SUBCONTRACTORS) WILL NOT BE HIRED TO PERFORM ANY WORK IN ASSOCIATION WITH THIS PERMIT. (building permits only)**

SIGNATURE OF OWNER / AUTHORIZED AGENT

PRINTED NAME

DATE: ____ / ____ / ____

Short Plat

City of Potlatch

Public Information Bulletin

The intent of this brochure is to provide information about a Short Plat application. Included are several forms which may help as you prepare your application. We hope this information is helpful to the novice and the professional alike. If you have any questions, contact City Hall at (208) 875-0708 between the hours of 10:30 a.m. and 5:30 p.m.

What is a short plat?

A short plat is a subdivision of property of four lots or less. The lots that are subdivided must conform to the lot size requirements according to the designated zoning area.

Are there criteria for a short plat?

Like all land use decisions, there are criteria which you must meet before it can be approved.

How long does it take to get a short plat approved?

It typically takes 30-90 days to complete the short plat permit. Some complex projects may take longer.

Do I need a survey?

A survey is required with a certified Idaho license stamp.

Why do I have to have the short plat approved?

The Latah County Tax assessor will not recognize the subdivided lots as legal lots of record until the proposed short plat is approved by Potlatch City Council.

What is the process for a short plat?

- * Application submitted by applicant.
- * Planning & Zoning will review the application and make a recommendation to the City Council.
- * The City Council will review the P&Z recommendation and vote on the recommendation.